



## POSITION ANNOUNCEMENT

### Facilities Manager

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking a **Facilities Manager** to be responsible for the smooth operation of all Agency facilities, including maintaining current facilities, researching new locations and implementing office moves and changes.

#### Responsibilities:

1. Maintaining existing facilities:
  - Manage HVAC systems, including **Building Management System**
  - Manage Preventive Maintenance program
  - Maintain Capital mechanical equipment lifecycle inventory
  - Perform minor repairs and maintenance.
  - Coordinate with outside vendors on major repairs.
  - Receive competitive bids on major repairs and prepare proposals for senior management and Board approvals.
  - Maintain the Safety & security Manuals.
  - Administer keys to new personnel.
  - Coordinate moves and changes.
  - Maintain leases on existing properties and ensure that the agency is in compliance with lease provisions.
  - Maintain vendor support (for example, janitorial service, lawn care, utilities, security, periodic inspections, etc.).
2. New facility projects
  - Research potential locations for agency expansion and consolidations.
  - Coordinate contracts with architects, contractors, movers, landlords, attorneys, Board members, etc.
  - Assist in space planning and needs assessment.
  - Manage projects from start to finish.
  - Research and recommend vendor support.
  - Plan and execute moves, minimizing agency disruptions.

#### Qualifications:

1. The ability to respond appropriately to the cultural differences present among the organization's service population is required.
2. Ability to work in partnership with other team members.
3. Four year degree preferred.
4. Minimum of two years' experience in facilities management required.

Send resume and letter to:

Human Resources  
Family Service of the Piedmont  
902 Bonner Drive  
Jamestown, NC 27282

**FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER**