

Facilities Manager

Santa Clara, CA, United States

JOB TITLE: Facilities Manager

Location: Santa Clara, CA

Scope of Position: MCA is a non-profit religious organization agency servicing the needs of the Muslim community and has 4 facilities in Santa Clara. This person will be responsible for managing facilities, related services, environmental compliance, and safety for the facility. Job duties include building maintenance, environmental / safety regulation compliance, grounds maintenance, organization of events, space assignments, etc. Individual has supervisory & budgetary responsibility.

Responsibilities:

- Manage day-to-day operations of facilities and office services, which include, but not limited to, facilities maintenance, security, security badge maintenance physical security, space planning, janitorial services, and other office services. Supervise procurement and maintenance & upgrades of furniture, utilities, security systems, and signage for the facilities.
- Serve as the primary Environmental Health and Safety (EH&S) contact with responsibility to coordinate all EH&S activities with Human Resources. Ensure that MCA facilities are compliant with applicable safety standards and that such requirements are incorporated into the design of leasehold improvement and space planning projects. Actively monitor and implement required EH&S policies and procedures as may be required by local authorities. In conjunction with HR, responsibilities will include ensuring OSHA and safety regulations are adhered to, managing waste disposal process, coordination of Halls/ Rooms event and oversee janitorial and maintenance staff to ensure that buildings are safe, clean and sanitary
- Responsible for the selection and acquisition of office furniture, Board room and all Halls provisioning.
- The management of vendors, suppliers, service providers and contractors required to support MCA facility.
- Maintain appropriate assets of property, building, and associated equipment.

- Assure that facility services, activities and processes meet end-user needs and expectations consistently, while complying with organization standards and practices.
- Participate in other special projects, as needed
- Engage and work with management to develop strategic facilities plans. Provide timely support of current space requirements while planning for future space and improvement needs.
- Prepare, optimize, and maintain annual budget for building use and facility maintenance
- Assess the current condition of electrical, air conditioning, plumbing and other essential facilities and equipment. Maintain accurate records of the supporting equipment and other systems in the building.
- Create a schedule of regular evaluation of the facilities.
- Participate in the development of policies and procedures that affect the use of supplies and facilities.
- Develop back-up or alternative systems for common problems such as power shortage, disaster recovery, and continuity of operations.
- Recruit facilities service staff and train them appropriately to ensure competent work output.
- Review price quotes for the procurement of parts, services, and labor for projects.
- Develop and maintain positive relationships with vendors.
- Provide overall project management of corporate facilities capital projects
- Work with EC/BoT management to identify scope and then prepare project schedules and cost estimates.
- Maintain construction documents including bid documentation, specifications, construction drawings, and other related documentation.
- Respond to problems in a tactful and expedient manner
- Other duties may be assigned.

Education, Skills and Experience:

- Bachelor's degree (BA/BS) from four-year college or university.
- Minimum 7-10 years of experience in facilities management, with a general knowledge of building maintenance, preventative management and various building permit and code requirements,
- Knowledge of building systems including HVAC, electrical and fire suppression systems.
- Knowledge of security systems & security monitoring.
- Valid California State Driver's License.
- Ability to comprehend, analyze, and interpret complex business documents.
- Requires knowledge of financial terms and principles. Able to forecast and prepare budgets.
- Ability to effectively respond to sensitive issues, complex inquiries or complaints from clients and/or management.
- Demonstrated leadership experience including managing local and virtual teams, leading change management, addressing crisis situations, and communication processes
- Strong time management/organizational skills including appropriate sense of urgency and proactive approach
- Positive outlook, resilience, and flexibility exhibited through ability to work demanding environment with changing priorities
- Leadership skills (ability to assess situation, influencing/persuasiveness, confidence, courage, executive presence, visibility and approachability)
- Ability to multi-task various projects and manage varied clients
- Demonstrated ability to manage contracted vendors and construction contractors
- Experienced user of Microsoft Word, Excel, PowerPoint, Project, and Outlook.
- Must be available after hours and on weekends for emergency and other unscheduled situations and events.
- Excellent interpersonal, written, verbal English communication, active listening and facilitation skills.
- Ability to write reports, business correspondence and procedures.
- Ability to effectively present information and respond to questions from suppliers and contractors.

Send resume to hr@mcabayarea.org