



## Job Description

Exempt  
Grade: 20

**TITLE:** **Facilities Manager**

**REPORTS TO:** Senior AVP, Compliance & Risk

**SUPERVISES:** No one

**SUMMARY:** Under limited supervision ensures that all credit union properties are well-maintained, safe, and operational, supporting the credit union mission to provide excellent service to our members. Coordinates maintenance and custodial services, manages related vendor relationships, and implements facility improvement projects. Provides hands-on basic intermediate construction and maintenance tasks. Works closely with Sr AVP, Compliance and Risk as well as all credit union AVPs and VPs to complete daily tasks and larger projects. Must be able to work weekends and evenings. Must maintain confidentiality. Must be bondable.

### **PRINCIPLE RESPONSIBILITIES:**

- Ability to conduct site inspections, including climbing ladders, lifting objects, and visually assessing various building areas.
- Ability to operate and maintain basic tools and equipment, requiring fine motor skills and manual dexterity, with skill and with an understanding of their functions and limitations.
- Read, comprehend, and respond to written and verbal instructions and directions.
- Knowledge of safe operating and handling procedures, hazardous materials, and lifting techniques.
- Ability to work independently and to work flexible hours.
- Able to safely operate various company owned vehicles and possess a valid California driver's license.
- Ability to walk, stand, stoop, bend, reach and perform moderate physical activity for extended periods of time.
- Able to lift and carry 50 lbs.



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### **ESSENTIAL FUNCTIONS:**

#### **Facilities Management:**

- Responsible for daily maintenance and oversight of all credit union facilities, including HVAC, plumbing, electrical systems, elevators, generators, and general building upkeep.
- Conduct regular inspections of all facilities to ensure compliance with safety standards and operational procedures, documenting through use of Building Maintenance Checklist resource.
- Coordinate and manage preventive maintenance programs to minimize disruptions and prolong the lifespan of facilities and equipment.
- Manage and oversee warehouse/storage locations across the credit union.

#### **Vendor Management:**

- Identify, evaluate, and manage relationships with contractors, service providers, and suppliers.
- Negotiate contracts and service agreements to ensure cost-effective and high-quality services, which could include multiple quotes for services or products before selection is made.
- Monitor vendor performance and address any issues to maintain service standards.

#### **Project Management:**

- Assist with the planning and execution of facility improvement projects, including renovations, upgrades, and relocations.
- Manage facility project budgets, timelines, and resources to ensure successful completion of projects. Collaborate with management teams to understand facility needs, implement solutions and successfully complete projects.

#### **Safety and Compliance:**

- Ensure all facilities adhere to health and safety regulations, building codes, and environmental policies.
- Implement and oversee emergency preparedness and response plans for all locations.
- Conduct safety drills and training sessions for staff as needed.



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### **Budget Management:**

- Partner with credit union leadership teams to develop and manage the facilities budget, including tracking/approving expenses and forecasting future needs.
- Identify cost-saving opportunities and recommend strategies to optimize facility operations.
- Point of contact for utilities, including review of invoices prior to forwarding to Accounting for payment.
- Assists Accounting with supplies orders (Quill) and credit union inventory.

### **Communication and Coordination:**

- Serve as the main point of contact for all facilities-related issues within the credit union.
- Communicate effectively with management teams to address facility concerns and ensure smooth operations.
- Communicate with and schedule sub-contractors as needed.

### **QUALIFICATIONS:**

General Contractor's license preferred. Minimum of 5 years experience in facilities management or a similar role with experience in managing multiple locations. Must have a strong knowledge of building systems, maintenance procedures, and safety regulations. Proven ability to manage budgets, negotiate contracts, and oversee projects. Excellent organizational and problem solving skills with the ability to handle multiple priorities. Must have strong interpersonal and communication skills, with the ability to work collaboratively with diverse teams. Must have proficiency in Microsoft Office Suite and other facility-related systems.

### **EDUCATION:**

A high school diploma or equivalent knowledge and training.