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**Cypress Hills Local Development Corporation (CHLDC)** is a multi-service, nonprofit community development organization and settlement house. We serve 11,000 residents annually, and our programs include Career and Education programs, Community Development, Community Organizing, Housing Counseling, and Youth and Family Services. This summer we will open a 34,000 sq. ft. community center that includes numerous classrooms, an amphitheater, gym and fitness room, an industrial kitchen, café and offices for the organization. We expect 3,000 residents a year will use the community center. We will also continue to run programs out of three other offices and multiple school-based offices and take over management of another community center/day care center in East New York.

CHLDC seeks an **Operations/Facilities Manager** who will maintain all of our facilities (owned, leased and managed) to the highest health, cleanliness and safety standards, promptly address all repair issues, plan and carry out major capital improvement projects and upgrades, set a schedule for and conduct preventive maintenance on systems, collaborate with all tenants using the center and building owners to plan for long term facility projects. The new community center will also work to achieve zero waste and we foresee all of our facilities doing so in the near future. The Manager will also be responsible for risk management and property insurance for the organization, preventing accidents, handling claims, proactively managing the agency's insurance policies, etc.

**The Operations/Facilities Manager's responsibilities include:  
Essential Duties and Responsibilities:**

- Set and ensure adherence to maintenance, health, waste management and safety standards for all facilities which include our brand-new community center, several storefront offices as well as school-based offices/program locations.
- Clean and inspect facilities several times a week and identify any needed repairs or risks and correcting risks as needed;
- Oversees the daily workflow, scheduling, and assignments for all facilities employees
- Hire, train, supervise and evaluate all janitorial staff;
- Able to physically perform minor repairs and maintain facilities in times of custodial vacancies or as needed;
- Manage the renewal of all liability, property, crime and other insurances with supervisor and report and track claims;
- Oversee risk management - create a safety culture within the organization, train staff in safety procedures, mitigate any perceived risks and collaborate with IT Manager to reduce cybersecurity risks
- Bid out any major repair work and/or capital upgrades and supervise contractors
- Implement schedules for preventive maintenance of all systems, cycle painting, replacement of equipment, flooring upgrades, capital repairs and oversee repairs in all facilities;
- Maintains files of all warranties, records, licenses, inspections, service agreements, contracts and guarantees for systems, furniture, fixtures and equipment and activate and ensure adherence to these warranties as needed;
- Maintains the inventory, storage, and distribution of equipment.
- Establish good working relationships with all licensing and government agencies of larger community facilities and the property management companies and landlords in leased properties.

- Prepare and oversee budget for facilities and equipment purchase and maintenance;
- Ensure all equipment is in good working order and negotiate leases for any new equipment;
- Provides recommendations for purchases of new equipment;
- Maintains the inventory, storage, security and distribution of equipment;
- Secure bids for, compare services/products of different vendors and enter into agreements or leases for organization's equipment; phones, mailing, utility services and maintenance and repair contracts, etc. - - ensuring lowest prices and best services are obtained. Approve invoices on a weekly basis and schedule service calls;
- Collaborate with Management Team to establish and implement health and safety standards and emergency preparedness plans for community facilities including but not limited to: conducting regular fire drills, arranging for training of staff in First Aid and CPR, maintaining security systems, working with IT service provider on equipment replacement, continuous backup and cybersecurity protocols;
- Create protocols for storing agency's paper files if needed;
- Order, track and secure competitive pricing for cleaning and program supplies with concerted efforts made to use local and MWBE suppliers;
- Maintain FF& E and IT/AV inventory;
- Handle all inspections of the community facilities by governmental entities;
- Performs other related duties as assigned.
- Report to Chief Human Resources Officer & Director of Facilities Management

**Position Requirements:**

- 3 - 5 years experience in Custodial/Janitorial Services and Facilities Management
- All applicants must be fully vaccinated for COVID-19 at time of submission. Proof of vaccination will be required if offered a position
- Bilingual (English/Spanish/Bengali) a plus
- Excellent communication skills
- Basic understanding of or ability to quickly learn the equipment and facilities to be maintained.
- Ability to maintain basic records and warranties.
- Ability to understand written directions in manuals and on manufacturer websites.
- Proficient with Google products (Gmail, Google Meet, Google Chrome, Google Drive, etc.) or related software as required to complete and maintain records.
- Own a car and use that vehicle to travel between locations

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 50 pounds at times.
- Must be able to access and navigate all areas of the facility.
- Must be able to access all parts of the company equipment.

**Compensation:**

- \$60,000 - \$65,000 annually depending on experience
- We offer a rich benefits package. Health, dental and vision plan, group term life insurance, 403b Tax Deferred Retirement Investment Plan and Flexible Spending Plan.

**To Apply:**

Please forward your cover letter and resume to **Joseph Brown III, Chief Human Resources Officer & Director of Facilities Management** at [josephb@cypresshills.org](mailto:josephb@cypresshills.org). Due to the potential volume of responses, only candidates of interest will be contacted for an interview.

CYPRESS HILLS LOCAL DEVELOPMENT CORPORATION IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND IS COMMITTED TO WORKPLACE DIVERSITY AND INCLUSION.

We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We promote recognition and respect for individual and cultural differences, and we work to make our employees feel valued and appreciated, whatever their race, gender, background, or sexual orientation.

We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience.

EOE Minorities/Women/Disabled/Veterans

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## **Policy Acknowledgment Form**

I hereby acknowledge that I have received a copy of the Cypress Hills Local Development Corporation's Job Responsibilities. By signing below I certify that I have read and understand Cypress Hills Local Development Corporation's Job Responsibilities and will comply with these standards at all times.

Today's Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

## **CYPRESS HILLS LOCAL DEVELOPMENT CORPORATION**

Issued By: \_\_\_\_\_ Date \_\_\_\_\_