



Job Opportunity Facilities Manager - Part-Time NEIGHBORHOOD HOUSE OF MILWAUKEE, INC.

Neighborhood House History:

Established in 1945, the mission of Neighborhood House of Milwaukee (NH) is to build a strong community by strengthening individuals, families, and the neighborhood. One of Milwaukee's oldest service agencies, last year we celebrated our 70th anniversary. At NH, we believe a brighter future begins with a positive vision. Our programming opens doors for people and empowers them to improve their lives and realize their dreams. We serve over 3,000 children and families each year. Our International Learning Center, the largest refugee education effort in the State of Wisconsin, brings important refugee, citizenship and ESL services to more than 500 individuals and their families annually. Finally, our 93-acre nature center and preserve in the central Kettle Moraine of Dodge County is a key part of the strong environmental ethic that is part of our overall efforts.

Neighborhood House primarily serves a highly-impooverished central city neighborhood bounded by 35th Street on the west, 20th Street on the east, Cherry Street on the north, and Wisconsin Avenue on the south. Our services are based in our home on Richardson Place, but we also work from multiple locations in the region. More info is available at www.neighborhoodhousemke.org/.

Job Description: Under the direction of the Executive Director, the Facilities Manager is responsible for maintaining the mechanical and physical condition of the building and surrounding grounds of Neighborhood House various locations. Acts as a safety monitor for facilities in compliance with OSHA standards. The Facilities Supervisor oversees all maintenance staff (paid and volunteers) and manages the department budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned:

- Supervise the day-to-day cleaning and maintenance work of maintenance staff or contracted services (at times cleaning may be required).
- Regularly inspects facilities to determine quality of cleaning and maintenance work.
- Maintain inventory and order department supplies and equipment as needed.
- Identify contractors for the agency bid process for building and grounds activities.
- Staff and attend building and grounds meetings which may also include but not limited to board committee, and team meetings.
- Establish an evaluation process for major equipment and maintain systems to assure efficient use as well as identify equipment in need of repair or replacement.
- Oversee the upkeep of the outside grounds to assure safety as well as a clean appearance.
- Create and maintain a cleaning program and schedule for the agency coordinated with program staff.
- Has an ability to perform various handyman tasks range from minor to major, from unskilled to highly skilled, and include (but not limited) painting, drywall repair, remodeling, minor plumbing work, minor electrical work, household carpentry, sheetrock, crown molding, and furniture assembly
- Organize and assist with building/space moves. Oversee building environment and maintain efficient use of building space.
- Implements OSHA safety standards.
- Oversee and ensure proper staffing for room rental
- Assists with the creation of agency safety policies and procedures.
- Prepares written reports as required.



QUALIFICATIONS

EDUCATION: High School Diploma or Equivalent. Handyman certificate preferred but not required.

EXPERIENCE: Ability to supervise and direct others, minimum of two years of supervisory experience. Must have extensive knowledge of maintenance systems and preventive maintenance programs and procedures. Ability to teach building systems and policies and procedures to others.

LANGAUGE SKILLS: Good verbal and written English communication skills.

MATHEMATICAL SKILLS: Ability to do basic math, decimals, percentages, measure square footage, work with detailed budgets and proposals.

OTHER SKILLS and ABILITIES: Use of basic office equipment includes telephones, copier or fax machines. Other equipment includes circular saw, hand drill, lawn mower, jig saw, chain saw, wet/dry vacuum, hedge cutters, steam vacuum, high speed buffer and an all purpose floor machine.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently lifting 35 or more pounds. Walking, climbing or standing is a constant part of the position.

HOURS AND SALARY: This is a part-time position. Pay is determined by experience.

TO APPLY: Please submit a cover letter and resume to shazelwood@nh-milw.org