



**Job Title:**           **Facilities Manager**  
**Reports To:**        Chief Financial Officer  
**Status:**             Full-Time, Exempt

**Broad Scope and Function of Position:**

The Facilities Manager is responsible for the monitoring and maintenance of the facilities of East Side Neighborhood Services. Responsibilities include HVAC monitoring, plumbing, electrical, general cleaning and making repairs and improvements to the buildings and grounds. Also provides supervision and training to staff.

**Major Duties and Responsibilities:**

Is responsible for, but not limited to, the following:

- Oversees the building maintenance operations. This includes providing a safe and comfortable environment for all staff, renters and clients of the agency. **30%**
- Responsible for the operation, repairs and maintenance of the heating and cooling system and other systems in the building. This should include making sure preventive maintenance is done on all systems as required. **20%**
- Coordinates contracts in assigned areas of responsibility. This includes snow removal, elevator maintenance, pest control and lawn treatments. Purchases custodial and maintenance supplies as needed. Provides recommendations for capital improvements. Assists with yearly department budget. **10%**
- Coordinates maintenance and annual assessment of fire and burglar alarm systems. This includes monthly fire alarm testing. The position ensures compliance with safety, security and emergency regulations and policies as required. Maintains keys and card readers for monitoring building security. **10%**
- Initiates and maintains a positive working relationship within the agency, renters, building services, vendors and suppliers to assure that business needs are being met. Problem resolution should occur in a timely fashion. **10%**
- Trains, schedules and supervises day and night staff. This includes making sure the building is opened and closed in a timely fashion and events are scheduled properly. **10%**
- Leads buildings and grounds meetings and attends monthly safety committee meetings. **5%**
- Other duties as assigned by the Finance Director. **5%**

**Job Requirements:**

- High school diploma or equivalent.
- Five years of custodial or maintenance experience with two years of supervisory experience.
- Working knowledge of HVAC systems; boilers license required.
- Driver's license required.

\$45,000-\$52,000 annually depending on qualifications. ESNS offers a generous benefits package including Health, Dental, Life, STD & LTD, 403(b) and PTO.

**Application Deadline: Open Until Filled**

**Please send a resume, cover letter and salary requirements to the addresses below.**

**East Side Neighborhood Services, 1700 2nd Street NE, Minneapolis, MN 55413;**  
humanresources@esns.org ; www.esns.org

**AN EQUAL OPPORTUNITY–AFFIRMATIVE ACTION EMPLOYER**

East Side Neighborhood Services is an Affirmative Action and Equal Opportunity Employer/Service Provider. All employees must be able to work across ethnic/racial/economic lines for effective communication, respecting and valuing the differences and strengths of each person.