



JOB DESCRIPTION: FACILITIES MANAGER CONTRACTUAL

BRONX COUNCIL ON THE ARTS

Founded by visionary community leaders in 1962, the Bronx Council on the Arts (BCA) is dedicated to advancing cultural equity in the Bronx. From creative placemaking and arts advocacy to the provision of services for artists and programming for youth and seniors, BCA was the first organization in the Bronx to focus equally on supporting local artists, serving the community, and catalyzing relationships between the two. BCA serves a constituency of some 1.4 million residents, 1,500+ artists and 250 arts and community-based organizations with cultural services and arts programs, including grants, workshops, arts advocacy, and cutting-edge exhibitions. Over the years, BCA has adapted its programs to serve the ever-changing needs of the borough's cultural ecosystem, evolving into an acclaimed cultural hub for the entire Bronx.

THE POSITION:

Reporting to the Executive Director, the Facilities Manager will be responsible for the following:

Essential Duties and Responsibilities

- Handle current maintenance agreements for systems and equipment
- Implementing LEED facility policies and procedures
- Must provide onsite coverage for all maintenance and warranty issues.
- Handle procurement of new maintenance agreements for all building systems including but not limited to HVAC, boiler, elevator, plumbing, lighting, Department of Buildings and FDNY permits, inspections and violations
- Assist with the care and maintenance of the facilities systems including (HVAC, plumbing, electrical, fire alarms, etc.) and public, office, and storage areas
- Manage the inventory control of building cleaning and maintenance supplies and inform administrative staff about reorders
- Keep track of contractor invoices
- Manage the building security system, oversee warranties on all systems
- Keep track of inspection calendars for all systems, e.g. fire alarm, elevator, boiler, etc.

Bronx Council on the Arts

2700 East Tremont Avenue, Bronx, NY 10461

718.931.9500 • www.bronxarts.org

Position Requirement and Skills

- 5+ years of experience as facilities/operations manager/supervisor.
- Strong problem solving, planning and organizational skills, and the ability to handle several duties simultaneously.
- Ability to navigate municipal, state agencies and their websites.

- Good verbal and written communication skills.
- Detail oriented, self-sufficient and proactive.
- Dependable and reliable; ability to work independently.
- Mature, business savvy, ability to prioritize tasks and manage time effectively.
- Strong interpersonal skills and a good sense of humor.
- A commitment to BCA's mission and values.

Educational Requirements

- Fluent in English.
- Minimum HS diploma.
- Bachelor's degree preferred but experience may be substituted for college degree.

Compensation: Commensurate with experience.

Please send a cover letter and resume to: bronxarts@bronxarts.org - with subject line "**Facilities Manager - Contractual**". No phone calls please.

Bronx Council on the Arts is an Equal Opportunity Employer (EEO). All candidates will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state or local law.

Closing Date: Position open until filled.