JOB DESCRIPTION

Job Title	Facilities Manager		
Direct Reports	TBD based upon experience		
Department	Facilities	**Reports To**	Director of Operations
Work Location	Community Forge HQ	**EEO/FLSA**	Professional / Exempt
Compensation	$50,000-$55,000	**To Apply**	Submit resume to hello@forge.community
Application Deadline	Friday, February 28, 5pm		

About Community Forge	Community Forge is a nonprofit organization that works to be a living example of community reinvestment and economic development that is inclusive and humanizing. We emphasize breaking down silos in the Pittsburgh area by creating connections between members of disinvested communities and those with resources and knowledge to share. Simultaneously, the Forge anchors key community resources that uplift those living in distressed communities in proximity to our building in the heart of Wilkinsburg. Since opening its doors in 2018, Community Forge has established itself as a home for community servants, violence interrupters, artists, educators, students, entrepreneurs, and innovators from Wilkinsburg and surrounding neighborhoods in Pittsburgh's East End.

Summary of Role	The facilities manager is responsible for the day-to-day duties to maintain the Community Forge property, which serves as the headquarters to our events and programs and as a leased space for office tenants and event rentals. The facilities manager will ensure the property is functional for daily use including cleaning, groundskeeping, basic maintenance, and space preparation. The ideal candidate for this role is someone who enjoys a dynamic work environment, and is willing to get their hands dirty. In order to be successful in this role, you must effectively communicate, autonomously keep track of tasks, learn on the fly, and be a team player who contributes to the broader organizational mission of Community Forge. In order to be successful in this role, you must be able to build relationships with our community and possess a strong commitment to; and take pride in making the space better for our customers.

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	Compensation: $50,000-$55,000 starting salary, pending experience; health, dental, and vision fully covered. 15 days PTO + additional sabbatical and professional development benefits.

Principal (Essential) Duties

1. Keep the building clean, tidy, and functional including handling trash, bathrooms, floors, and entryways; using tasks lists to keep up with requests and needs of the team.
2. Handle building opening or closing checklist and execution (pending shift)
3. Supervise and manage a concierge staff of up to 4 part-time employees responsible for opening and closing the building.
4. Manage inventory of cleaning products, paper products, consumables, and maintenance equipment.
5. Implement basic maintenance and repair tasks such as fixing broken lights, sink clogs, assembling furniture, installing a door, scraping/painting a wall.
6. Handle intake of packages and incoming mail
7. Set up furniture and space to be ready for events or programs
8. Provide customer service surrounding facility needs for members and program participants
9. Setup and operate basic A/V equipment such as speakers, microphones, TVs, and projectors.
10. Oversee safety and functionality of outdoor areas such lawn care, garbage, and snow removal
11. Assist with events management and execution
12. Be an ambassador of Community Forge programs, culture, and mission to guests of the building

Knowledge, Skills, and Abilities	1. Effectively manage numerous maintenance projects 2. Previous maintenance and/or property management experience, a plus. Areas of expertise in maintenance are not required, but an ideal candidate would be open to learning introductory electrical, plumbing, IT, and carpentry skills. 3. Effectively manage and supervise a team. 4. Ability to use modern digital communication tools such as Email, Slack, and Google Documents. 5. Organized, diligent, and autonomous 6. Strong communicator; willing to talk through challenges and ideas 7. Knowledge of how to use basic power tools 8. Comfort working in highly diverse environment

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Experience/ Education Requirements	1. Experience in cleaning, maintenance, or construction 2. Minimum of 2 years of managerial experience 3. History of working on a team
Working Conditions/ Physical Demands:	This role is on-site, at Community Forge and will include flexible scheduling including some required evening and/or weekend assignments. While performing the duties of this job, the employee must be able to: 1. Able to lift at least 50 lbs 2. Work in outdoor conditions 3. Take emergency calls related to the building *Community Forge is dedicated to creating an inclusive work environment. If accommodations are needed to effectively perform job functions, requests can be made to HR.*

Community Forge does not discriminate on the basis of race, ethnicity, color, religion, ancestry, sex, national origin, age, disability, sexual orientation, gender, gender identity and/or expression, genetics, or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. This is not an all-inclusive document. Additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis in order to meet organizational needs.