

FACILITY MANAGER-Bay Shore, Long Island

Reports to: Borough Manager
Status: Full Time
FLSA: Exempt

About Touro College:

Touro is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American community. Approximately 19,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System. For further information on Touro College, please go to: <http://www.touro.edu/media/>.

JOB SUMMARY:

Responsible for administering and managing all aspects of a Touro location, including: repairs, cleaning, minor alterations, life safety, security and daily operations. Ability to perform cleaning, minor electric plumbing and handyman work. Keeps the Borough Manager of Facilities and Real Estate up to date on requirements and issues at the building.

JOB RESPONSIBILITIES:

Assigns and supervises the work of staff employees engaged in performing cleaning, janitorial, custodial and handyman services, and routine maintenance tasks in college facilities, to include, but not limited to the following:

- Undertakes all custodial tasks in accordance with the daily, weekly and monthly frequency defined by the Facility department.
- Oversees the daily opening and closing of the facility.
- Coordinates security coverage at the site with the Director of Security.
- Responsible for arrangements of major building events.
- Makes periodic inspections of the building to identify repair and maintenance work required including carpentry, electrical work, painting, plastering and plumbing.
- Makes regular inspections regarding health and life safety systems in the building.
- Ensures that all regular life safety testing is undertaken and logs are maintained at the site, including fire drills, fire alarm testing, sprinkler system and fire extinguishers.
- Undertakes the beautification and maintenance of the outside grounds, including the removal of snow and rubbish.
- Verifies that all of the high or low pressure boilers and auxiliary equipment in the building heating plant are operating correctly.

- Supervises and reviews the work of outside vendors engaged in the repair and operation of their various A/C equipment including the BMS systems.
- Prepares work orders at the request of faculty and college staff to submit to Borough Manager to review and sign off.
- Prepares purchase requisitions and other documents, for the Borough Manager to review and sign.
- Reviews and signs off on all work tickets, after outside vendor has completed their work.
- Responsible for the requisitioning, storing, distributing and accounting for necessary building and grounds maintenance supplies and equipment.
- Reviews and evaluates requests for office and storage space allocations and makes recommendations to Borough Manager.
- Responsible for the attendance records of custodians and handymen on their staff.
- Prepares and submits written reports relating to assigned functions to the Borough Manager.
- Responds to and takes care of any emergency both during the day time and after hours.
- Supervises and maintain records and invoices.
- Responsible for student identification cards (where applicable).
- Obtains the Certificates of Fitness for the following: Maintenance of Interior Fire Alarm System, Fire Drill Conductor and Sprinkler/Standpipe.
- Other duties as required.

REQUIREMENTS:

Education, Preparation, and Training

- Minimum a high school degree or a degree from an approved vocational/trade school.
- At least 5-7 years employment in the cleaning, maintenance or repair of buildings including exterior maintenance.
- At least 2 years in a managerial position.

Skills

- A thorough knowledge of the principles and practices of the building trades. The ability to inspect a building, its equipment, grounds and to plan maintenance activities.
- Repair and custodial activities.
- The ability to meet and deal with Deans, faculty, students and staff tactfully.
- The ability to prepare and submit written reports.

Physical Demands

- Extensive time sitting and standing
- Ability to lift 25 lbs-40 lbs.

Computer Skills

- Proficiency in Microsoft Office Suite including Word, Excel, Outlook
- Internet research

Travel

- Minimal local travel

Application Procedure:

Please send a cover letter with salary expectations and your resume to: recruit.hr@touro.edu. The subject line of your email should read: "Facilities Manager-Bay Shore"

Touro College is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law. Our policies are in conformance with Title IX, 1972 Education Amendments