Building and Grounds Manager

SPCA Westchester seeks a FT Building and Grounds manager to oversee our new campus in Briarcliff Manor. The Building and Grounds Manager must have practical, hands on working knowledge of electrical, plumbing, HVAV, roofing and all systems in use at the new campus. This position requires much hands on work with limited staff and requires experience in all facets of building maintenance, interaction with staff, volunteers and public. A keen interest in animals and animal welfare is helpful. The ability to function professionally in an unpredictable environment is critical. The position is specified as 40 hours/week and ‘on-call’ as needed.

Primary areas of responsibility:

Monitor the facility daily to ensure that it remains safe, secure, and well maintained.

Oversee the maintenance and repair of machinery, equipment, electrical and mechanical systems.

Manage all custodial services, grounds maintenance, mechanical and electrical maintenance, structural repairs, heating and air conditioning, recycling, fuel, delivery of supplies and storage areas.

Perform minor repairs to the building and replace parts (eg: mechanical, plumbing, electrical, carpentry) when possible and contract with outside professionals as needed.

Details of Responsibilities:

-Responsible for oversite of all facilities systems and equipment including but not limited to HVAC, plumbing, electric, all other mechanical systems, and grounds.

-Maintain entire outdoor property in all seasons utilizing volunteers and auxiliary vendors as needed including but not limited to: grass cutting, weeding, trail maintenance, dog pen maintenance, rubbish removal, snow and ice removal from parking lot, etc.

-Coordinate and oversee the cleaning of entire facility not including animal habitats.

-Maintain equipment inventory and document facility inspection for needed repairs or equipment upgrades.

-Ensure the inspection, cleaning and organization of all storage areas and electrical and mechanical rooms.

-Maintain inventory, supplies and materials for facility needs. Including but not limited to: cleaning supplies, paper goods, sanitary products, commercial laundry and dishwasher products.

-Oversee appliance maintenance.

-Responsible for scheduling maintenance on all SPCA vehicles and keeping track of mileage and signing out vehicles.

-Coordinate the scheduling of large deliveries and instruct drivers/help with unloading when necessary.

-- Oversee maintenance of facility key control.

-Set up and breakdown for all special events.

-Adhere to department budgetary parameters as set by Executive Director

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-Evaluate specific facility needs to implement efficiencies and economies. Negotiate service contracts for ultimate benefit.

-Responsible for continued facility activity by planning for and responding to catastrophic events (eg. Hurricanes, floods, storms, power outages) as well as localized emergencies.

-Responsible for maintaining safety protocols for visitors, staff as indicated by NY State and local regulations.

-Interact with city, county, state and other government officials : ie Fire Marshall, elevator and fire system inspectors etc. to ensure compliance with local, state and Federal requirements.

-Maintain equipment inventory and document facility inspection for needed repairs, or equipment upgrades.

-Plan and monitor work projects completed by outside vendors.

Requirements:

5+ years services experience

5+ years hands on experience in maintenance, carpentry and understanding of electric and plumbing.

Position requires individuals to be able to use general maintenance equipment including, but not limited to, hand tools, power tools, ladders, landscaping equipment, and required safety equipment.

Knowledge of safety procedures with a safety conscious attitude, record of punctuality and dependability, ability to work with pressure of deadlines, and a flexible schedule to accommodate after hour and weekend emergencies.

On a regular basis, requires the ability to: walk; reach with hands and arms; stand for a minimum of 6-8 hours; and lift/ or move 50 lbs. On a frequent basis, requires the ability to stoop, kneel and crouch. On an occasional basis, requires the ability to climb a ladder and balance.

Ability to calmly manage a variety of unforeseen developments prevalent in the world of animal rescue. Ability to work with all people, staff and public in a professional way.

-Competence in operating computers, email, spreadsheets and other office applications helpful.

-Valid NY Driver’s License.

**EMAIL RESUME: Shannon@spcawestchester.org**