

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Facilities Manager
Salary:	\$60,000 - \$76,000
Bureau/Division:	Administration/Facilities
Period:	January 22, 2015 – Until Filled

JOB DESCRIPTION

The Bureau of Administration manages the Comptroller's Office operating and capital budgets, as well as the full breath of its human resource function, procurement and payment responsibilities, facilities management and support services. The Bureau seeks a Facilities Manager for its Office of Facilities & Support.

This position will have a direct responsibility of maintaining 11 floors of office space and provide support services to 750 employees. Position requires great attention to detail and consistent anticipating, planning and following up on work requests and projects. Position would be ideal for an experienced individual with demonstrated ability to think creatively to resolve complex issues and utilize time effectively to plan for projects and daily operations of a large office.

Duties and responsibilities will include, but are not limited to, the following:

- Supervising staff and facilities help desk to ensure work requests are handled appropriately, and good service is consistently provided in a safe, professional and courteous manner.
- Keeps management fully informed by providing regular status updates on various projects; assesses client requirements to propose reasonable solutions in keeping with space and cost requirements; provides recommendations and takes appropriate actions to ensure problem resolution and follow up.
- Consistently follows up with staff to ensure duties are being handled which include vacuuming, dusting, sink maintenance, event set up and breakdown; light moving of boxes and furniture; provides constant coaching, feedback and training to staff on a regular basis.
- Communicates priorities and needs with various agencies, vendors and trades, including carpenters, plumbers, electricians, DCAS and internal clients in order to schedule and assign work.
- Conducts inspections and walk-throughs to assess needs and office conditions on a regular basis and monitors the staff overtime usage related to ongoing and ad hoc projects.
- Assists with procurement necessary to support custodial duties including ensuring inventory of garbage bags; vacuum cleaners, cloths, masks, tools, etc.
- Performs related work assignments, special projects as required, including working evenings and weekends as necessary.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree in engineering, architecture, engineering technology or a closely related field and four (4) years of satisfactory, progressively responsible experience in facilities management, construction, repair, alteration and/or rehabilitation of multiple dwellings, commercial, industrial or public buildings in the capacity of general contractor, superintendent of construction, procurement specialist, evaluator responsible for cost estimation, or as a field supervisor or as an inspector, at least 18 months of which must have been in a supervisory or administrative capacity involving responsibility for large buildings; or
2. Eight years of full-time progressively responsible experience as described in "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Experience managing staff in facilities related environment and familiarity with skilled trade specialties preferred.
- Knowledge of COSH and OSHA Safety standards, City of New York regulations regarding space allocation and planning is desirable.
- Demonstrated ability to anticipate, plan, coordinate and manage multiple projects at the same time.
- Flexibility and excellent customer service skills are essential.
- Working knowledge of computers and familiarity with MS Office.

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: January 22, 2015	POST UNTIL: Until Filled	JVN: 015/015/033
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The NYC Comptroller's Office is an Equal Opportunity Employer