



## **Job Posting for Assistant Facilities Manager**

### **Job Summary**

The Assistant Facilities Manager is responsible for assisting in the construction and maintenance of equipment, machinery, buildings, facilities and grounds. This position is responsible for assisting with the safe and daily operations of the facilities. This person reports to the Facilities Manager.

### **Responsibilities and Duties**

- Responsible for helping with the proper maintenance of all synagogue infrastructure.
- Timely reporting to Facilities Manager of all building/operational issues identified
- Assist with administration and monitoring all preventive maintenance contracts/programs
- Assist with management of automated HVAC system, including programming for routine and non-routine events/activities
- Ensure timely room setups
- Assist with weekly building inspections which include building interior and exterior to ensure operational and aesthetic excellence
- Secondary on-call person for all building emergencies
- Attends all synagogue events/activities and is onsite for all major synagogue functions as required
- Assist with ensuring building/facilities comply with all building and health-code regulations
- Be present to open doors for members for meetings/minyans/events/etc. and stay until after they leave to lock up building
- Other duties as determined by the synagogue's Facilities Manager

### **Qualifications and Skills**

Good human relations skills, strong verbal and written communication skills required. Well-developed problem solving skills. Working knowledge in operation and maintenance of facility management services, cleaning, painting, light plumbing, like electrical, lighting systems, and equipment maintenance.

Emails with a resume should be sent to Juan Pineda at: [jpineda@tiferethisrael.org](mailto:jpineda@tiferethisrael.org). No phone calls please. Applications accepted until job is filled.

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