POSITION

Facilities Manager / Boiler Operations

Job Description:
The National Eagle Center is an at-will, equal opportunity employer. This is a full-time salaried position (40 hours/week). The primary responsibility of the Facilities Manager is to ensure that National Eagle Center facilities are well maintained, and the boiler systems are well maintained in good working order. The Facilities Manager supports the organizational goals and priorities and works collaboratively with all departments to help provide a world-class visitor experience. Facilities Manager will help to prioritize facility needs, ensuring that time and money are deployed effectively to meet organizational goals. This position is eligible for health benefits and ability to sign up for a SIMPLE IRA plan.

Reports to Chief Operations Officer

Qualifications:
• Minimum 18 years of age.
• Must have a valid United States driver’s license and ability to drive and travel on an as needed basis.
• High school diploma or equivalent.
• Must possess a valid Boilers License.
• Ability to lift 50-75 lbs
• Moderate to heavy physical ability to stand, lift, and operate related equipment.
• Ability to organize tasks and complete independent tasks as requested.
• Ability to work collaboratively with many departments to meet organizational goals.
• Available to work a flexible schedule including some evenings, weekends, and some on-call responsibilities.
• Desire to work in a collaborative team environment.
• Strong desire to support the mission and programs of the National Eagle Center.

Building Systems:
• Document maintenance procedures and building systems relating to the boiler and all mechanical and electrical aspects including all buildings and full campus of the National Eagle Center.
• Ensure proper maintenance and required documentation of all systems, including daily boiler log, regular HVAC filter changes, and other required maintenance.
• Coordinate with external contractors to manage building systems, including but not limited to HVAC, alarms, plumbing, and electrical systems.
• Coordinate with other facilities staff to ensure HVAC and other building systems are well maintained and functioning properly.
• Coordinate safety compliance and support staff and volunteer knowledge of safety policies and procedures.
Facility Care and Maintenance:
• Execute daily, weekly, monthly, quarterly, and annual preventative maintenance checks and services. Maintain clear and accurate documentation of preventative maintenance processes.
• Ensure regular facility care and maintenance projects are completed in accordance with goals for a world-class facility. These regular facilities maintenance projects include, but are not limited, to carpet cleaning, window washing, floor care, painting, repairs, and high cleaning projects.
• Manage maintenance and visitor services housekeeping supplies and equipment in accordance with facility needs and approved budget.
• Perform routine maintenance and needed repairs as skill set, experience and budget considerations allow.
• Other duties as requested.

Along with your resume and references please include a cover letter explaining your experience, why you are well suited for this position, and why you feel you would be an asset to the National Eagle Center.
Please submit applications to Annette Hedquist at annette@nationaleaglecenter.org.