

LaunchCode: Facility Manager

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LaunchCode is a non-profit solving the tech talent gap and paving new pathways to economic opportunity through apprenticeships and job placement in technology. We're seeking a hyper-motivated manager to lead NASA-safety-check-level-crucial elements of facility maintenance and help us expand tech greatness in the St Louis area.

Facility Manager

In July 2020, the LaunchCode Mentor Center at 4811 Delmar Boulevard will begin construction of a new facility. We are seeking a Facility Manager to join us in April 2020 to coordinate staff transition into swing space while construction is underway, oversee vendor needs during construction, and maintain the facility after construction is completed.

Responsibilities

Regular, in-person attendance is required.

Transition coordination

- Assist in preparing cost estimates for moves and equipment
- Allocate office space in a to-be-determined "swing space" according to needs
- Keep abreast of construction schedule, which will be managed by architectural firm and construction vendors

Vendor management

- Handle all purchasing, inventory, and contract negotiation with vendors to provide services for the building, such as heating/cooling systems, lawn clean-up, roofing, building security, etc.
- Serve as primary liaison to and supervise facility contractors/personnel (custodians, technicians, building security, etc.)
- Manage space use by external organizations and enforce contract agreement

Maintenance

- Manage facility and equipment upkeep to meet health and safety standards; ensures all systems are inspected regularly

- Inspect buildings' structures to determine the need for repairs or renovations
- Track and update supply inventory for building and office needs
- Review utilities consumption and strive to minimize costs
- Respond positively and promptly to staff and occupant needs

Compliance

- Handle building-related insurance plans and service contracts
- Maintain accurate financial and non-financial records
- Prepare operating reports and budgets, in coordination with the Finance team
- Coordinate site safety programs
- Prepare and file required reports with government and regulatory authorities

Other duties as assigned, including filling in for the receptionist when the receptionist is not available.

Qualifications

- Proven experience as a facilities manager or relevant position
- Well-versed in technical/engineering operations and facilities management best practices
- Knowledge of basic accounting and finance principles; some experience compiling and following budgets
- Self-motivated and self-directed
- Accurate and precise attention to detail
- Ability to physically stand, bend, squat, and lift up to 25 to 30 pounds

Position Type

Full-time — 40 hours/week

Salary

\$50,000-57,000

To Apply

Apply online by filling out the form above. No phone calls, please. References should be available upon request. Applications will be accepted on a rolling basis until the position is filled. We highly recommend applying as early as possible for the best chance of moving forward. The employment eligibility of all new hires will be verified using E-Verify.

We Heart Diversity

LaunchCode supports and fosters leadership from underrepresented communities. We strongly encourage folks from immigrant communities and communities of color, as well as those who identify as women, LGBTQ or under-resourced to apply. LaunchCode is an Equal Employment Opportunity Employer. Program and employment policies of LaunchCode are nondiscriminatory in regard to race, color, gender, religion, age, national origin, disability, veteran status or sexual orientation.