The Jones Center at Ichauway invites applications for the position of Facilities Manager. This position will develop, implement, budget and manage the maintenance and facilities programs of the Jones Center. This department stewards the organization’s large investment in facilities and equipment while supporting the Center’s mission-related activities in research, education and conservation. General scope of program includes facility and equipment maintenance, repair and renovation of existing facilities.

Duties include:
- Ensure that maintenance activities are completed to uphold the standards of the Center.
- Proactively seek out and fix maintenance and facilities issues.
- Delegate tasks, track performance, and direct the processes of repairs in the supervision of a coordinated and integrated maintenance program.
- Effectively communicate and coordinate with subordinates and Center personnel, including prioritizing and tracking plans, projects and tasks.
- Provide information and input to the Center leadership.
- Provide proactive and responsive customer service to Center employees and visitors.
- Contact, negotiate bids with, and oversee work of outside contractors.
- Maintain master plans and records for all campus infrastructure.
- Live onsite as a condition of employment to be available for issues as they arise.

Reports to: Natural Resource Manager

Supervises: Maintenance Staff

Qualifications:
High school diploma and technical training required.
A college degree in an appropriate field is desirable.
Relevant experience in maintenance leadership including knowledge in general construction, electrical, carpentry, masonry and plumbing.
Working knowledge of applicable state codes.
Understanding of mechanical and technical work, vehicle maintenance, and small engine repair.
Record of effectively supervising workers, and working well as a team member.
Experience in planning, organizing and managing campus maintenance and facilities activities.
Experience in budget preparation and control of expenses.

Major Responsibilities:
1. Leads maintenance department, reviewing plans, budgets, and personnel issues. Gives daily guidance on decisions, problems and personnel actions. Hires, trains, supervises and evaluates personnel.
2. Prepares and manages an operating and capital budget.
3. Develops and implements an appropriate program of record keeping related to the functions of maintenance and facilities. This includes records, master plans and maps of the center pertaining to buildings, paved roadways, pathways, parking lots and utilities including electrical, gas, water, telephones and service lines.
4. Coordinates and supervises special projects that are deemed necessary by the Director for the support of the Center.
5. Responsible for the preventive maintenance program and coordinates with other departments the prioritization of repair of buildings, infrastructure, heavy equipment, tractors, vehicles and trucks as well as institutional equipment.
6. Secures the service and supervises the work of outside contractors as required. Responsible for ensuring that all outside contractors have proper liability insurance paperwork on file.
7. Works with Safety Program to ensure that all personnel and facilities are in compliance with OSHA and ADA regulations, fire safety codes and other regulatory agencies.
8. Performs other related duties as required.

To apply: Send completed job application with at least three references with phone numbers by email to: jobs@jonesctr.org, Subject line: Facilities Manager, or send by mail to: Attn: Facilities Manager, The Jones Center at Ichauway, 3988 Jones Center Drive, Newton, GA 39870, or FAX to (229)734-4707.

For job application or for more information see website: www.jonesctr.org.

Review of applications will begin immediately and will continue until the position is filled. Applicants must be authorized to work in the United States. The Jones Center at Ichauway is an Equal Opportunity/Affirmative Action/E-Verify Employer