



**BOYS & GIRLS CLUB**  
OF COLLIER COUNTY

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<b>Title:</b>	Facility Manager “Immokalee Club”
<b>Reports To:</b>	Facility Director
<b>Salary Range:</b>	\$45,000 - \$50,000 based on experience
<b>Job Location:</b>	Immokalee

## Job Summary

Works with the Facility Director and Vice President of Administration to oversee the maintenance of all buildings, grounds, vehicles, equipment, completes minor renovation and repair projects. Responsible for working to maintain facilities, grounds, vehicles and equipment to provide a safe environment as well as providing for the longevity and protection of property.

## Key Responsibilities

### Strategic Planning

- Works with Facilities Director to develop and implement a strategic plan for meeting the day-to-day operations, particularly in relation to buildings and premises.
- Building and grounds maintenance
- Cleaning
- Catering and vending
- Health and safety
- Security
- Utilities and communications infrastructure
- Space management

### Budget

- Assist Facilities Director in developing, implementing, and controlling budget.
- Responsible for working daily in a professional and courteous manner to properly represent the organization and its mission.
- Ensure the safety and security of the buildings as well as all personnel involved in any aspect of the club facilities, responsible for the day-to-day maintenance activities related to safety, preventive maintenance, predictive maintenance as well as project repair work.
- Responsible for maintaining the notebooks, manuals, warranty and maintenance information on all equipment associated with the facility including vehicles, building facilities, alarm systems, etc.
- Responsible for overseeing and maintaining the security and fire alarm systems of the facilities.
- Responsible for serving as the primary contact for fire department, law enforcement and alarm monitoring individuals. Responsible for serving in the role of first responder when alarms occur, immediately coming to the facility to meet appropriate officials and determining the source of the alarm, Responsible for immediately alerting the Facilities Director, President and/or Vice President of the Organization and briefing them on the situation.



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- Responsible to assist the Facilities Director to implement a preventive maintenance schedule for the Immokalee Club facilities and grounds, equipment and vehicles, responsible for documenting and evaluation preventive maintenance schedules for facilities, grounds, equipment, vehicles and facilities as well as any ongoing work or maintenance/ repair.
  - Responsible for stocking appropriate levels of maintenance, cleaning and safety materials to ensure timely repairs.
  - Responsible for managing/maintaining/ improving the grounds/landscaping of the campus.
  - Responsible for scheduling and supervising the janitorial staff.
  - Responsible for seeing that services are provided in a cost effective and safe manner,
  - Responsible for opening and closing and being on site during events to assist with use of the facility as well as maintain the safety and security of facility and events.
  - Responsible for overseeing the pest control services contracted by the organization.
  - Responsible for seeing that services are provided in an appropriate and safe manner.
  - Responsible for other duties as assigned.
  - Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies.
  - Responding appropriately to emergencies or urgent issues as they arise.
  - Responsible for traveling to the Nichols Club as necessary.

## Experience & Qualifications

The successful candidate will have a minimum of 3 years' experience of facility operations or similar organization at a managerial level where knowledge, experience, and competency in the above key roles were acquired. Demonstrated ability to plan, organize, and direct facility operations. Ability to recruit, supervise, train, and retain employees. Ability to handle operational crises and resolve facility issues promptly. The successful candidate will also be highly flexible and willing to work in a fast-paced environment.

Bilingual English/Spanish or English/Creole a strong plus.

## Additional Qualifications

As a person you are:

- A passionate and high-energy champion of kids— you love building opportunities for success for young people and bring versatile development knowledge and skillsets.
- A highly organized and self-motivated leader — you have a track record of measurable successes and have built effective systems that advance individual and collective goals.
- A collaborative team player — you are eager to support your colleagues across all levels of the organization and offer your expertise and insights to achieve shared goals.

A mission and values driven individual— you believe in the power of community to transform the lives of children and are committed to creating inclusive and empowering spaces for all.



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## **Education**

High School Diploma or related field is preferred.

## **Compensation**

\$45,000-\$50,000 commensurate with experience. Benefits include health, dental, vision insurance; retirement plan with company match; vacation, personal, and holiday paid leave.

## **To Apply**

Qualified interested candidates please send resume to the Human Resources Dept. at [hr@bgccc.com](mailto:hr@bgccc.com).

## **Disclaimer**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

## **EOE/DFWP/SFWP**