



## **FACILITIES MANAGER**

NLSLA provides free assistance to more than 160,000 individuals and families a year through innovative projects that expand access to justice and address the most critical needs of people living in poverty throughout Los Angeles. We are a community of people who see the law as a powerful tool to fight for individual rights and social change. Our work aims to unravel entrenched disparities that have resulted from longstanding injustice, systemic racism, and institutionalized inequality.

As such, we know that a diverse mix of minds, backgrounds and experiences enhance our vision. This value is embodied within the diversity of our community offerings and among the colleagues that help enliven our culture. Cultivating an inclusive work environment that values a range of talent and ideas is a top priority for us. We enthusiastically encourage candidates of all backgrounds and abilities to apply.

### **ABOUT THIS POSITION:**

The Facilities Manager is responsible for the strategic vision for our facilities, strategically leading the organization in its planning, oversight, safety compliance, and maintenance of NLSLA's buildings and equipment. Oversees the maintenance, upgrades, and functioning of all building systems for NLSLA's staffed or owned properties including Pacoima, Glendale, El Monte, The Wellness Center and the Library Connection at Adams Square. As a member of the leadership team, the Facilities Manager collaborates with NLSLA leaders overseeing major projects, develops plans for continuous improvement, and ongoingly assesses and addresses current facility maintenance and issues.

In this role, you would report to the Chief Operations Officer. This position is exempt.

### **THIS POSITION MAY BE RIGHT FOR YOU IF:**

- **YOU TAKE INITIATIVE** and thrive on anticipating and solving problems that make work easier for everyone, creating an inspiring work environment and leading a team who takes pride in their oversight.
- **YOU TAKE PRIDE IN YOUR SKILLS** especially in the areas of leadership, compliance, electrical, plumbing, HVAC, carpentry, dry wall, exterior structural and appliances.
- **YOU'RE A DEDICATED INSPECTOR** with strong technical skills to diagnose maintenance issues.
- **YOU NOTICE THE DETAILS** and ensure that professionalism and visual appeal are pursued in all tasks, no matter how small.
- **YOU STAY ON TOP OF IT** with superior communication, time management and organizational skills.

## **WHAT YOU CAN EXPECT TO DO IN THIS ROLE:**

- Provides vision, oversight and dedication towards the best physical work environment possible for all NLSLA employees, both current and future.
- Building oversight includes, but is not limited to, mechanical, electrical, fire/life safety, plumbing, and waste management, etc.
- Creates and monitors the annual facilities management budget and special project budgets (i.e. building and remodeling projects)
- Ensures cost-effectiveness for all facility activities and purchases; research and estimates costs of facilities projects including costs for labor, equipment, and materials.
- Leverages and incorporates technology to ensure that facilities are at the forefront of excellence and innovation.
- Develops and implements a facility management program including preventative maintenance and life-cycle requirements.
- Ensures compliance with health and safety standards, and industry codes.
- Oversees the inspection and maintenance performed on repairs and upkeep on equipment and facilities (i.e. roofing and building structures, HVAC, electrical and plumbing systems, doors and windows, painting, landscaping, etc.)
- Performs direct maintenance and repairs as appropriate.
- Maintains inventory of supplies; reorder as needed.
- Makes recommendations and draft proposals for building projects (renovations, purchases of new equipment installations, etc.)
- Creates and maintains cloud-based recordkeeping system documenting facility use, maintenance schedules, and any other information required by internal policy or by local, state, and federal agencies. Ensures recordkeeping is current and compliant.
- Creates and maintains a cloud-based recordkeeping system for files of warranties, records, licenses, inspections, service agreements, and contracts for various pieces of equipment.
- Selects, supervises, and evaluates facilities team, which may include external contractors, office managers and temporary laborers for special projects.
- Leads the Safety Committee and ensures safety standards are followed throughout all facilities.

## **HOW YOU CAN STAND OUT:**

For this role, the ideal candidate has

- Certification in Facilities Management (CFM) or Certified Facility Manager (FMP).
- 7+ years full-time experience in a facilities maintenance role.
- General Building Contractor License.
- Vendor management experience.
- Experience supervising administrative professionals.

## **WHAT YOU'LL NEED ON DAY ONE:**

- Leadership experience and a visionary mindset around facility development and facilities management.
- Mechanical skills and knowledge of electrical, plumbing, and other systems.

- Knowledge of general maintenance processes and methods, including painting, carpentry, repairs, etc.
- Ability to diagnose issues and plan repairs and/or maintenance.
- Valid driver's license, proof of insurance and reliable transportation.
- Intermediate knowledge of Microsoft Office.
- EPA HVAC Certification.
- Excellent written and oral communication skills; excellent interpersonal skills, including being attentive to cultural needs and differences.
- Ability to travel to and walk the facilities; ability to bend, stretch, climb, and crawl to inspect and maintain equipment and buildings.
- Ability to lift 50 lbs.
- Experience with Cal OSHA safety programs.

### **WHAT WE OFFER:**

The salary range for this position is \$70,000-\$85,000.

Benefits include:

- 35-hour workweek.
- 15 paid holidays per year
- 2 to 5 weeks of vacation per year depending on seniority.
- 12 days of sick leave per year.
- Medical, dental, and vision insurance; life and AD&D insurance; FSA; and EAP.
- A 403(b)-retirement plan with employer contributions.
- Monthly bilingual supplement.

Please [click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

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### **Equal Employment Opportunity Policy**

NLSLA is committed to provide a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination based on each and every characteristic protected under the law and beyond.

Decisions related to hiring, compensating, training, evaluating performance, promoting, or terminating are made fairly, and are based on job-related qualities and abilities. We provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.

We further expect every member of the NLSLA community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included, and is afforded the respect and dignity they deserve.

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## **NLSLA Commitment to Diversity, Equity, Inclusion**

NLSLA believes that racial healing and addressing inequities related to disability, religion, sexual orientation, class structures, gender, and race, are fundamental to expanding access to health, opportunity, and justice across diverse communities.

We are committed to fostering a culture of inclusion and belonging within our organization and the communities we serve. We achieve this through:

- **Continuous Learning:** Cultivating cultural competency and humility among staff through ongoing training, open dialogue, and self-reflection.
- **Equitable Practices:** Regularly reviewing and revising policies, procedures, and decision-making processes to ensure fairness and access for all.
- **Strategic Resource Allocation:** Directing resources towards initiatives that empower diverse communities and dismantle systemic barriers.
- **Meaningful Community Engagement:** Partnering with the communities we serve to co-create solutions and foster trust.
- **A Respectful Workplace:** Providing a work environment free from discrimination and where every individual is valued, heard, and respected for their unique contributions.