



## **Facilities Manager**

### **Change Lives and Transform Communities – Join Our Operations Team!**

Neighborhood Legal Services of Los Angeles County (NLSLA) provides free assistance to over 160,000 individuals and families each year through innovative projects that expand access to justice. We see the law as a powerful tool for social change and we're looking for passionate individuals to help us fight for justice.

We value diverse perspectives and experiences, and we believe that a strong community is built through inclusivity. NLSLA is proud to foster an environment that welcomes individuals from all backgrounds and abilities, and we encourage all qualified candidates to apply.

### **About the Role**

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. This position 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 Operating Officer. This position is exempt.

### **What You'll Do**

- Provides vision, oversight and dedication to support an optimal physical work environment for all NLSLA employees, both current and future.
- Building oversight includes, but is not limited to, mechanical, electrical, fire/life safety, plumbing, 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; researches 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.
- Prepares appropriate documentation to support vendor selection and invoices
- Selects, supervises, and evaluates facilities team, which may include external contractors and temporary laborers for special projects.
- Leads the Safety Committee and ensures safety standards are followed throughout all facilities.
- Travel to NLSLA program offices, and other locations throughout Los Angeles County may be required.

### **What You'll Need**

- 7+ years full-time experience in a facilities management role.
- Leadership experience and a visionary mindset around facility development and facilities management.
- Vendor management experience.
- 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.
- 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.

### **Bonus Points if You**

- Have a Certification in Facilities Management (CFM) or are a Certified Facility Manager (FMP).
- Hold a General Building Contractor License.
- Have an EPA HVAC Certification.
- Have experience supervising administrative professionals.

### **Why You'll Love Working with Us**

At NLSLA, we believe in supporting our staff as they grow in their careers and live balanced lives. We offer:

- **Competitive Salary:** \$70,000–\$96,000, based on experience.
- **Work-Life Balance:** A 35-hour workweek and a hybrid work schedule to help you balance professional and personal commitments.
- **Generous Time Off:** 15 paid holidays, 2 to 5 weeks of vacation depending on seniority, and 12 days of sick leave. Compensatory time for exempt employees.
- **Comprehensive Benefits:**
  - Medical, dental, and vision insurance with a variety of plan options.
  - Basic Life and AD&D Insurance, Long-Term Disability Insurance.
  - 403(b) retirement plan with employer contributions and options for voluntary contributions.
  - Monthly bilingual supplement for qualified employees.
- **A Culture of Inclusion:** We are committed to fostering a respectful, inclusive work environment where everyone can thrive.
- **Perks:** Technology reimbursement to help you stay connected and equipped to do your best work.

## Apply Today

Are you ready to make a lasting impact on the lives of vulnerable families in Los Angeles?

Apply now to join our team and be part of a mission-driven organization dedicated to justice and equity. [Click here to apply](#). Please provide a cover letter, resume, and writing sample on the application.

We are excited to hear from you!

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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's Commitments

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 communities.

- **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.