

DELTA SIGMA THETA SORORITY, INC.

A Service Sorority

An Equal Opportunity Employer

VACANCY ANNOUNCEMENT

TITLE: Manager, Facilities and Property Management

DEPARTMENT: Facilities and Property Management

WORKSITE: 1707 New Hampshire Ave., N.W.
Washington, DC 20009

TOUR OF DUTY: Full-time, 40 hours per week

SALARY: Commensurate with experience

OPENING DATE: August 28, 2017

CLOSING DATE: Open until Filled

NO. OF VACANCIES: One (1)

FLSA CLASSIFICATION: Exempt

POSITION PURPOSE AND SUMMARY

The incumbent of this position performs a wide variety of duties to include buildings/grounds keeping and maintenance, central files, purchasing and office services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Upon receipt of approved programming requirements, assists with determining the most efficient property, space and storage needs.
2. Receives request for minor repairs and ensures work is completed.
3. Shares responsibility for headquarters security after work hours with the department Director and maintenance staff.
4. Supervises the receipt/greeting of all visitors signing in, and of salesman and supplies.
5. Coordinates and organizes on-site personnel for weekday and weekend tours.
6. Working with the Director, coordinate the shipment of convention and regional conference supplies, properties, work tools and all other material to be used.
7. Perform through staff or outside contract firms such regular service as: office cleaning, window washing and drapery cleaning, landscaping and painting. Works with the Director to obtain competitive bids and make recommendations based on product quality, service and cost factors.
8. Responsible for the coordination, assembly of materials, mailing, and other preparations for occasional chapter mailings. Responsible for securing outside personnel to accomplish the job.
9. Meet with various vendors who call to review their product lines, check quality and price, secure revision to price lists, obtain promotional literature for reference file, and where feasible, test new commonly used product lines to determine their suitability for future purchase and make recommendations to the Director.
10. Conducts initial review of deliveries and shipments for adherence to purchase specifications, as appropriate. Initiates follow-up on incomplete, damaged or incorrect shipments. Reviews invoices for accuracy and clears purchase for payment. Establish and maintain inventory and property records.
11. First point of contact for HVAC, electrical lightings, plumbing and elevator system issues.
12. Monitor and update the Security Policies and Procedures Guide to ensure safety procedures are being practiced.
13. First point of contact on construction and project management matters.
14. Assist the Director in the development and implementation of a facilities management program including preventative maintenance and life cycle requirements, i.e., HVAC system, roof systems.
15. Ensure compliance with health and safety standards and industry codes, conduct safety inspections.
16. Complete maintenance requests as appropriate.
17. Supervise maintenance, repair of facilities and equipment, and monitors work of external vendors.
18. Obtain quotes and tenders from vendors and suppliers.
19. Calculate and compare costs for goods and services to maximize cost-effectiveness.
20. Manage and review service contracts to ensure facility management needs are met.
21. Respond to and manage the after-hours security procedures and scheduling in conjunction with the Director.
22. Assist the Director with the creation and implementation of an after hour emergency policies and procedures.

Vacancy Announcement
Manager, Facilities and Property Management

23. Implement the day to day activities related to loss prevention, risk management, landscaping, and snow removal.
24. Ensure that OSHA (Occupational Safety & Health Act) standards and company safety policies are complied with at all times.

OTHER DUTIES AND RESPONSIBILITIES

1. Independently responds to member, chapter and other inquiries and general correspondence.
2. Assists with the implementation of department goals, objectives, policies and procedures.
3. Performs other duties as assigned.

QUALIFICATIONS/JOB SPECIFICATIONS

1. Bachelor's Degree or equivalent experience required in related fields.
2. Proficiency in Microsoft Office.
3. Knowledgeable of maintenance and operations as they relate to HVAC, electrical lightings, plumbing and elevator systems
4. Must have been actively involved with a broad construction or property renovation team.
5. Ability to quickly acquire and use knowledge of departmental program structure (mission, goals and objectives) and department policies and procedures.
6. Must have strong and effective verbal and written communication skills.
7. Ability to maintain strict confidentiality.
8. Ability to work effectively with department staff, co-workers, vendors, Delta membership and Delta Leadership.
9. Responsible, reliable and able to work with moderate supervision.
10. Must be consistently available after hours for emergencies, if they arise, or to attend Dupont Circle Advisory Neighborhood Commission or other property-related meetings.
11. Must be willing to travel up to 25% of the time.

This position is located at the National Headquarters of Delta Sigma Theta Sorority, Inc., 1707 New Hampshire Avenue, N.W. Washington, DC

Before applying, please visit our website at deltasigmatheta.org to familiarize yourself with who we are and our mission.

To apply for this position, submit a current resume that reflects that you possess the required qualifications as described in this vacancy announcement, along with a cover letter that states specifically your salary requirements. Also, please indicate the title of the position.

Submissions that do not include all of the requested information will not be considered.

**Mail to: Delta Sigma Theta Sorority, Inc.
1707 New Hampshire Avenue, N.W.
Washington, DC 20009
Attn: HR Manager
Or email to: hrmanager@deltasigmatheta.org**