

The McConnell Foundation

Facilities Supervisor

Position Type: Full Time, non-exempt, hourly.

The McConnell Foundation is a nonprofit organization whose mission is to **help build better communities through philanthropy.**

The McConnell Foundation, based in Redding, California, values working in partnerships. We value excellence and integrity, using our personnel, facilities, and financial resources for positive change, long-term planning, working responsibly and respectfully with others, as well as encouraging creative ideas and entrepreneurial strategies. Each individual at the Foundation makes a unique contribution to The McConnell Foundation team, working to strengthen and enrich the communities the Foundation serves.

Diversity is a core value at The McConnell Foundation. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all staff. We encourage applicants of all backgrounds and perspectives to apply. Qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The McConnell Foundation is an equal-opportunity employer committed to a barrier-free recruitment process and work environment. If you require any accommodations, please reach out to careers@mcconnellfoundation.org and we will work with you to meet your accessibility needs.

Position Overview:

To support the above efforts, The McConnell Foundation is hiring a Facilities Supervisor to join its committed team in Redding, California. We are seeking a motivated individual who will oversee building maintenance for all facilities within the organization. The individual will be responsible for ensuring the facilities are safe, up to code, and fully operational. The facilities supervisor will also be responsible for managing contractors, training employees, and working with third-party vendors. The Facilities Supervisor will work side-by-side with Facilities staff during events that take place at the Foundation's headquarters. This position reports to the Land Manager.

Facilities Supervisor Duties and Responsibilities

- Planning building maintenance and operational programs
- Managing all vendor contracts
- Ensuring the efficiency of all building systems
- Coordinating site safety programs
- Preparing operating reports and budgets
- Maintaining a safe work environment for all employees
- Ensuring all processes and compliance programs are met
- Managing facilities planning and space allocation
- Preparing cost estimates for repairs and equipment
- Coordinating with Foundation department heads and building contractors
- Ensuring all utility systems are inspected and in accordance with regulations
- Negotiating bids and contracts for third party workers
- Coordinating building security and maintenance services
- Managing and supervising all facilities personnel
- Overseeing all building functions
- Coordinating all maintenance issues and schedules
- Maintaining all facilities documents
- Technical lead and troubleshooting for HVAC, lighting, access controls, camera systems
- Work some night and weekend events as a member of Facilities staff

Facilities Supervisor Requirements and Qualifications

- Strong project management skills
- Knowledge of building construction, materials and methods
- Knowledge of structural, mechanical, electrical and plumbing systems

- Ability to perform varied indoor and outdoor activities
- Ability to stand, climb ladders, stairs, scaffolding, ramps
- Ability to lift and carry up to 50 pounds
- Communication skills
- Technology skills (including MS Office)
- Decision making
- Problem solving
- Leadership
- Experience in facility management, information management and engineering
- Professionalism

Compensation: \$28.85 – \$36.06/hr. commensurate with experience.

Benefits:

We value the health and well-being of our employees. Some of the benefits we offer include: Comprehensive and generous health, dental and life insurance, fitness benefits, paid holidays, time off, parental leave, Foundation funded retirement savings plan, professional development, training and educational assistance, and matching employee gifts to qualified organizations.

To Apply:

Please email a cover letter and resume including three references to careers@mcconnellfoundation.org or via traditional mail to:

The McConnell Foundation
Attention: China Rose Morrison, HR Manager
800 Shasta View Drive
Redding, CA 96003

All cover letters and resumes **MUST BE RECEIVED** by The McConnell Foundation by December 15th, 2022.