



## The Mountain Center Facilities and Fleet Manager

### **Position Summary:**

TMC Facilities and Fleet Manager is responsible for providing and overseeing the facilities operations, maintenance, and vehicles as well as the overall risk management of all TMC facilities (5 of facilities) and vehicles (14 of vehicles). They are responsible for ensuring the efficient and effective management of the facilities and vehicles to support the organization's operations and participate in the safety, security, and wellbeing of staff and clients. Collaborates closely with program and department managers to ensure success.

### **1. Facility Operations Management:**

- Develop and implement facility policies, procedures, and guidelines to ensure smooth operations and compliance with State, Federal and Local regulatory standards.
- Manage building maintenance, security, janitorial services, and equipment upkeep.
- Monitor and maintain the facility's systems, such as HVAC, plumbing, electrical, and fire protection systems, to ensure optimal functionality.
- Coordinate with vendors, contractors, and service providers to schedule repairs, maintenance, and renovations as needed.
- Oversee the procurement of facility-related supplies, equipment, and services, ensuring cost-effective and timely delivery.
- Monitor the condition of the facility, identify potential issues or hazards, and take appropriate actions to address them.
- Ensure compliance with safety regulations, building codes, and other relevant standards. This includes OSHA regulations, reporting, and tracking of compliance.
- Serve as the primary point of contact for facility-related inquiries, requests, and concerns from employees, management, and programs.
- Collaborate with other Managers, Program Managers/Directors to support their facility-related needs and ensure alignment with organizational objectives and budget.
- Foster effective communication and collaboration.

- Represent the organization in meetings, negotiations, and relationships with external parties related to facility and fleet management.
  - Develop and maintain an inventory of facility assets, including equipment, machinery, and other systems such as computers, printers and other assets.
  - Implement an effective maintenance schedule and tracking system for facility assets.
  - Effectively communicates to staff program specific or all staff facilities and vehicle needs, concerns, updates and reminders on systems.
- 2. Maintenance and Repairs:**
- Perform basic maintenance and repairs such as painting, sheetrock repair, irrigation, groundskeeping/landscaping, minor non-structural repairs, wood chips, and overall cleanliness of facilities, etc.
- 3. Fleet Management and Maintenance:**
- Coordinate vehicle maintenance and repairs, including preventive maintenance schedules and inspections.
  - Monitor the condition of vehicles, identify potential issues, and take appropriate actions to address them.
- 4. Safety and Security:**
- Implement and enforce safety protocols, emergency procedures, and security measures to protect occupants, assets, and property.
  - Conduct regular safety inspections and risk assessments to identify potential hazards and implement appropriate control measures.
- 5. Space Planning and Utilization:**
- Optimize the utilization of available space within the facility, considering functional needs, efficiency, and productivity.
- 6. Budgeting and Financial Management:**
- Manage the facilities budget, including operating expenses, capital expenditures, maintenance costs, and facility improvement projects.
- 7. Sustainability and Environmental Initiatives:**
- Develop and implement sustainability initiatives to minimize the facility's environmental impact, such as energy conservation, waste management, and green building practices.

**Minimum Qualifications**

- High school degree or equivalent or higher
- Pass a CYFD and other criminal background check
- At least three years experience in management.
- At least three years experience in overseeing facilities, fleet and ground maintenance or equivalent.
- Understanding of how to use and prior experience using power and hand tools safely
- Excellent time management and communication (written, oral, electronically) skills as well as meeting deadlines

- The ability to solve problems, create systems for efficiency and work within a dynamic schedule which may include weekends and evenings.
- The ability to work independently and collaboratively with program managers, other staff and contractors.
- The ability to prioritize tasks and be disciplined in delivering on tasks and self-directed
- Possesses the mental resolve to deal with complex, highly emotional and/or stressful situations
- Ability to read and comprehend complex documents; to respond effectively to the most sensitive inquiries or complaints; to prepare correspondence, presentations and articles as may be necessary; and to communicate effectively with staff.
- Ability to establish and maintain effective relationships within the community.
- Clear driving record and valid driver's license with solid driving skills due to extensive travel; willing and able to use TMC or own vehicle for outreach and local travel on Center business; with valid driver's license and proof of insurance
- Ability to lift 75 lb unassisted and assisted when over 75 lbs. In addition, this position requires excellent eye-hand coordination, the ability to hear normal conversations in situations that are noisy due to equipment noise, extensive walking, uneven ground, ability to climb, reaching, pulling and pushing and work at heights of 60 to 100 feet.

**Preferred:**

- Bilingual, English and Spanish
- Experience in construction
- Experience using climbing equipment

The position provides 40 hours of work per week/weekends; salary range is \$48,000-\$55,000 annually depending on experience and qualifications. Benefits offered - paid time off, sick leave, 12 holidays health insurance, dental/vision, and 401k retirement.

The Mountain Center is an Equal Opportunity Employer.

Please send a cover letter, resume and application to [jobs@themountaincenter.org](mailto:jobs@themountaincenter.org)  
<https://themountaincenter.org/about-us/job-opportunities-new-mexico/>