



TITLE: Facilities Manager

The Facilities Manager oversees all aspects of leasing and maintenance of real property and personal property, office purchasing, copy equipment services, and other related office services.

MAJOR PURPOSE OF POSITION

1. Oversee all leases and maintenance agreements with respect to real and personal property, including:
 - a. the verification and processing of all routine rental payments and other related financial matters,
 - b. dealing with lessors and their agents with respect to lease terms, and
 - c. maintaining accurate and complete records with respect all such matters.
 - d. seeking bids and negotiating agreements with respect to the purchase, leasing and maintenance of office equipment, including copiers.
2. Work with appropriate staff and vendors in the maintenance of all offices, including
 - a. Maintaining an appropriate inventory of cleaning materials and supplies.
 - b. Making sure all facility certificates of inspections are updated and never expire (elevator, boiler, interior sprinkler system, fire extinguishers and smoke detector stations, etc.).
 - c. Responding to repair requests from practice area managers and all Society offices and arranging for repairs as needed.
 - d. Purchasing supplies necessary to perform repairs.
 - e. Working with maintenance/custodial staff to effectively and efficiently allocate their efforts.
 - f. Negotiating and managing maintenance of HVAC systems at all Society locations.
3. Supervise the purchasing coordinator and oversee all aspects of purchasing function for the Society.
4. Schedule and coordinate major moving, cleaning, and projects with practice area managers and all Society offices.
5. Work with appropriate agencies to ensure that all Society locations are meeting current code requirements.
6. Respond to office and staff inquiries; provide information, resolve problems, or refer to others as appropriate.
7. Perform routine clerical work, such as filing reports, deeds, and plans and the provision of current floor plans or blueprints as requested by senior managers.
8. Act as the point person and consult regularly with senior managers regarding project problems, complaints and general questions; gather needed data and account information to resolve problems; write related correspondence.
9. Confer with managers regarding revised procedures and other issues affecting facilities operations.

The Facilities Manager must have excellent writing, organizational and interpersonal skills; and computer word processing skills. BA/BS preferred. Must have demonstrated experience in lease versus buy quantitative analysis. Must be able to establish and maintain effective working relationships with the managers and staff. Reports to the General Counsel/Chief Administrative Officer and works closely with the Director of Administration and the Administrative Coordinators in each practice area.

Qualified candidates should email or fax a cover letter, resume to (**No Later than November 6, 2009**):

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