



POSITION TITLE: Facility Manager
REPORTS TO: Senior Vice President – Finance and Operations
SUPERVISES: Staff, Volunteers & Interns

POSITION SUMMARY

This position is responsible to further the mission of Forest Park Forever (FPF) by providing great visitor experiences regarding their interactions with the Dennis and Judith Jones Visitor and Education Center. This position reports to the Senior Vice President – Finance and Operations and works closely with the building partners at the facility.

FUNCTIONS OF THE JOB

- Responsible for all aspects of room rentals (field inquiries, show rooms, administer contracts, weekly scheduling, set up rooms, renter management, and other communications).
- Manage lease contracts with building partners.
- Maintain cleanliness of facility through the use of contractor.
- Development of and management of the facility budget.
- Ensure that all correspondence and other documents are filed appropriately; maintain project files (paper and electronic) for the facility.
- Responsible for all aspects of the locker room memberships. This includes mailing out renewal notices, management of FOB system, and correspondence with locker members.
- Supervise the Visitor Service Representative staff (including scheduling, hiring, evaluations, and training).
- Coordinate the use of the Trolley Room with leaser.
- Communicate changes in park events and park circulator schedule to building partners and visitors.
- Responsible for the systems management and maintenance. This includes supervising service contracts, record keeping, service calls, etc. Systems include HVAC, phone system, plumbing, elevator, security and electrical.
- Responsible for the management and maintenance of the structure and hardscape. This includes lighting, flooring, roof, pest control, waste management, recycling etc.
- Manage FPF merchandise sales in the Cafe, potential retail space in future.
- Communicate with building partners through quarterly building partners meetings, safety and emergency procedures training, emails and memos.
- Perform simple maintenance tasks when needed.
- Marketing of facility.

CORE COMPETENCIES

- **Team Work** - Contributes to building a positive team spirit; Assists in the achievement of organizational goals and objectives. Approaches others in a tactful manner; Reacts well under pressure; Follows through on commitments.
- **Strategic Thinking** - Assists with developing strategies to achieve organizational goals.
- **Project Management** - Develops, manages and successfully executes multiple projects simultaneously; sets goals and objectives; organizes and/or schedules daily tasks; develops realistic action plans. Able to work with a great degree of adaptability and independence as well as allow for a flexible schedule including some evenings and weekends.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness on a cost effective basis. Solicits feedback from all sources to improve quality and service. Applies feedback to improve performance; Monitors own work to ensure quality. Strives to increase productivity.

- **Oral & Written Communication** - Communicates clearly, concisely and informatively in positive or negative situations; Listens and gets clarification; Responds well to questions; Edits work for spelling and grammar.
- **Professionalism** - Works within approved budget; Develops and implements cost saving measures. Follows policies and procedures, such as attendance and appearance; Supports organization's goals and values; Aligns work with strategic goals.
- **Ethics and Dependability** - Keeps commitments; Works with integrity and ethically; Upholds organizational values.
- **Initiative** - Seeks increased responsibilities; Looks for and takes advantage of opportunities to increase personal skills and abilities. Displays original thinking and creativity; Develops innovative approaches and ideas; Demonstrates attention to detail.

POSITION QUALIFICATION REQUIREMENTS

- Associate's degree or equivalent business training.
- Minimum of 3 years experience in facility management.
- Knowledge of Microsoft Outlook & Office suite (Word, Excel, Access, Power Point) required, Microsoft Project, room booking software desired.
- Knowledge of facility systems.
- Scheduling flexibility that allows working weekends and evenings is required.
- Background check and drug test performed upon hire.

Machines, Tools, Equipment and Work Aids which may be representative but not all inclusive of those commonly associated with this position: Personal Computer, Telephone, Copier, Printers, Fax, Postage Meter, Camera, and Digital Projector.

Physical/Visual Activities or Demands

- Standing, Walking, Sitting, Stooping or Crouching, Kneeling, Reaching, Talking, Hearing
- Ability to occasionally move and/or lift up to fifty (50) pounds and set up rooms for rental if needed.
- Clarity of vision at a distance of up to 20 feet with the ability to bring objects into sharp focus.

License(s)/Certification(s) Required: None

Benefits: Forest Park Forever is an equal opportunity employer and offers a retirement plan, health, dental, life and disability insurance, vacation and personal leave.

Salary based on knowledge and experience

Resumes are to be filled at or mailed to:

Forest Park Forever
 Dennis & Judith Jones Visitor and Education Center
 5595 Grand Drive in Forest Park
 St. Louis, MO 63112

Attn: Facility Manager Position

Contact Bill Reininger at 314-367-7275 x 22 for additional information or questions.