

Facilities Manager | Job Description

Photographic Center Northwest (PCNW) is an educational institution teaching people how to see. Through our 53-credit Certificate Program, classes and workshops, free exhibitions and public programs, and publicly accessible photographic facilities we teach the history and future of photography. We are seeking a part-time salaried Facilities Manager to join our team. The ideal candidate is a responsible, detail-oriented, and organized individual who is comfortable working independently as well as within our mighty team of 12. This role oversees the appearance, maintenance and safety of our facility and property which includes building, parking lot, and surrounding grounds.

Essential Job Duties

Administrative:

- Track and maintain key and alarm code records, emergency action plan, facilities rental handbook, OSHA and MSDS documents, incident reports, and other records
- Maintain safety standards throughout building and property
- Coordinate with utility vendors, parking lot management, and cleaning crews for regular services and fulfillment of city code/regulations.
- Coordinate with office staff to order necessary supplies, hardware, etc.

Hands-on:

- Maintain, monitor, and clean labs, studios, classrooms, and property
- Set-up for classes, events, and public programs (mostly on-site and occasionally off-site)
- Train and support lab monitors, TA's, faculty, and front desk staff in proper lab/studio etiquette and procedures
- Oversee collection of in-kind donations and manage the sale of surplus, as well as responsible disposal of unusable equipment and fixtures
- Occasionally run pick-up/delivery errands
- Oversee/assist in bids and management of facilities upgrades and construction projects; including strategies on projects related to institutional goals

Required Qualifications

- Ability to accomplish the physical aspects of the position, including but not limited to: lifting up to 50lbs, standing and sitting for long periods, climbing ladders, and cleaning

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- Attention to detail regarding safety procedures and safety maintenance requirements
- Experience working effectively in positions requiring multi-tasking and good organization skills

Preferred Qualifications

- Familiarity with HVAC, electrical, plumbing, elevator maintenance in older buildings (ours is 1920s)
- Experience with analog darkroom and photographic equipment
- Access to transportation
- Interest in proposing and taking on initiatives
- Interest in working with volunteers

Salary DOE

Reports to the Programs Chair

Hours

Monday to Thursday, with occasional weekend and evening hours. PCNW is open to the public Monday to Thursday 12-9 pm and Saturday to Sunday 12 pm-6pm. Some flexibility is extended and required.

Benefits

This is a salaried position and includes health insurance and paid time off. Other benefits include:

- Free use of PCNW facilities
- Free enrollment in one class or workshop per quarter (restrictions apply)
- Parking Pass

To Apply:

Deadline: May 31, 2019, applications will be reviewed on a rolling basis prior to deadline.

Send your cover letter and resume to tnovak@pcnw.org, with the subject line: **“Facilities Manager”**. Please no phone calls or other inquiries. We will be in touch if we are interested in scheduling an interview.