

Staff Position Description

MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

Title: Building Manager

Date: April 2021

Reports to: Business Operations Coordinator

Starting Salary: Grade A- starting salary range \$15-18/hr

Location: Durango, CO

Status: *Part Time 24 to 28 hours per wk, Non-Exempt*

Benefit Eligible: *Not Eligible per Personnel Policies*

Program Summary:

Conservation Legacy is a nationwide non-profit. The organization's programs engage participants on diverse conservation and community service projects. These projects provide opportunities for personal and professional development and meet the high priority needs of public land managers and community partners. Through the mission of fostering conservation service in support of communities and ecosystems, Conservation Legacy works toward a legacy of healthy lands, air and water; thriving people and resilient communities.

Position Summary:

The Building Manager serves as the Manager for the Southwest Institute for Education and Conservation (SIEC) Building, *The Commons*, in Durango, CO; coordinating aspects of tenant relationships, property management and organizational business. This position provides oversight of maintenance, security, and general property management for building, parking lot, and the surrounding property. Assigned hours may include opening or closing of the building. Includes occasional on-call duties, during nights and weekends, in case of emergencies during non-occupied hours.

Essential Responsibilities and Functions:

Building Management and Maintenance

- Implements and manages capital projects of the building while maintaining budget.
- Organizes and delivers projects or requests made by tenants in the scope of responsibilities of the building.
- Monitors and enforces visitor expectations and usage of the building.
- Open and/or close building with security checks, as scheduled
- Perform routine maintenance and order supplies for building operations, as needed.
- Issuing parking passes and following up with parking enforcement
- Ensures the inside and outside of the building's common areas are kept clean, safe and presentable; including snow shoveling, weeds, trash, sweep, mopping, etc
- Ensure compliance with OSHA, fire, safety, and other relevant regulations.
- Identify more efficient processes to ensure practices and policies are followed around tenant management, safety, vendor relations, etc.

Building Safety

- Monitors entrance and exits of the Common's Building, as well as the perimeter and parking lot during shift hours, as possible
- Responsible for the coordination and implementation of the Emergency Response Plan by building efficient systems and relations with local contacts (Durango Police and Fire Depts, Blue Light and Alarm System contractors), as well as educating tenants and coordinating Safety Team.
- First responder to Emergency Response Plan when on site; on call to respond during non-business hours.
- Daily sanitization and pandemic response communication to tenants, or as needed

Contractor Oversight and Relations

- Creates and executes vendor contracts for completing work in and around property.
- Oversee contractors and vendors in the course of performing work.
- Ensure payment of vendors.
- Manage relations and supervise business with major vendors (security, HVAC, etc.)
- Provide documentation and approval of all SIEC bills for the building and its maintenance to the SIEC bookkeeper.

Tenant Relations

- Manage leases, addendums and appendixes while tracking and holding tenants to lease terms; including payments.
- Identify on-going needs and expectations of building tenants and building owners to facilitate and/or deliver resolution.
- Work with contracted broker to lease space in building. Provide support to broker through frequent communication, timely responses, space showings, rate bids, executed leases and other administrative needs to complete a lease.
- Foster a collaborative, supportive tenant community within The Commons.
- Provide high quality customer service to tenants, their guests and the community.
- Send out updates on building information and partner information.

Community Outreach

- Represent SIEC and The Commons to the greater Durango community including the Chamber of Commerce, Downtown Business Improvement District, United Way, etc.
- Attend bi-monthly SIEC Board Meetings.

Other Duties

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.

Physical Requirements:

To successfully perform essential functions this position is required to sit, stand, walk, speak and hear. This position *may* be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. The ability to drive an organizational vehicle is also required. **Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.**

Minimum Qualifications:

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of 3 years of experience in customer service, community organization, non-profit industry, or facility/environmental management
- Experience with managing contracts and administrative needs of an organization.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Must be able to pass the organization's criminal history background check requirements.
- Valid driver's license and an insurable driving record.

Preferred Qualifications:

- Previous experience with community properties with non-profit tenants and/or schools.
- Experience in building or commercial maintenance.

To Apply: Send Cover letter and resume to Jay Snowdon at jay@conservationlegacy.org. Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***Provide some examples of your experience working effectively with diverse communities, including those specific to the BIPOC community & other underrepresented populations, in personal or professional context.***

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.