

Position Title: Building Manager
Reports To: Finance & Operations Director
Job Type: Part-time (5 – 10 hours a week)
Salary Range: \$25 - \$30 (hourly)
Date Updated September 2024

Summary:

WayForward Resources is working to bring our community together to create food and housing security through action and advocacy. It operates one of the largest food pantries in Dane County and provides rental and emergency assistance to households in Middleton, Cross-Plains and certain parts of West Madison. The Building Manager is responsible for the general maintenance and upkeep of the two physical buildings and the grounds of WayForward. The ideal candidate will have good general repair skills and basic knowledge of plumbing, electrical and construction.

Job Responsibilities:

The Building Manager will:

- Repair items in the Distribution Center and Office as needed and within ability.
- Coordinate with external vendors and contractors for services such as repairs, cleaning, and landscaping. Mowing, snowplowing and janitorial is contracted out.
- Recommend and implement maintenance schedule for various systems with contractors (HVAC, freezer/coolers, roof, etc).
- Work with Finance & Operations Director on negotiating contracts and ensure quality service.
- Be available by text or phone for any emergencies.
- Provide regular updates to Finance & Operations Director on building issues.
- Oversee outsourced cleaning team and the purchase of janitorial supplies.
- Manage the moving of furniture for office transitions.
- Oversee contractors on various projects.
- Oversee some group engagement activities related to the building.
- Come to staff meetings, staff trainings, and events, as available.

Qualifications:

We're seeking candidates who excel in relationship-building, are innovative and resourceful, and have strong handy person skills. You:

- Have strong maintenance repair skills in general repair, minor plumbing and electrical.

- Are willing to actively engage in personal and professional work around cultural competency and knowledge of racial justice values.
- Can thrive in a fast-paced, challenging work environment.
- Work cooperatively with others including staff, volunteers, guests, and community leaders.
- Communicate clearly in a variety of settings.
- Have experience working with contractors.
- Are service-oriented and personable.
- Are adaptable to changing organizational needs.
- Have periodic weekend or evening availability based on agency need. Able to be on-call.

Preferred Experience:

- 10 plus years of business experience in a maintenance or trade position, or 10 plus years of personal experience working with home repairs/maintenance and remodel projects.
- Volunteer experience at a nonprofit.

Staff Core Competencies and Values:

At WayForward, no matter the role, we all are stewards of community resources, using them to best serve guests towards our mission and vision. To do this, we bring community members, both donors and volunteers, together to create a lasting impact. The Building Manager is an integral part of Way Forward's team and all staff must demonstrate specific core competencies and values.

Working Conditions:

Physical Requirements: Mostly active, but some sedentary work, exerting 25-40 lbs. of force on a somewhat regular basis.

Physical Activity: Primary working position standing, with occasional sitting, stooping, crouching, and kneeling; frequent reaching, carrying, lifting, pushing, pulling, fingering, grasping, typing, talking-speaking clearly, hearing- conversation, and seeing-near.

Work/Environmental: Moderate to loud noise level, heights, and temperature variations due to inside and outside work.

Personal/Physiological: Interaction with people, working around people, making judgements in emergency situations, unexpected interruptions.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

How to apply: Please send a history of related relevant work experience to erica@wayforwardresources.org