

Job Title: Equipment and Facilities Manager
Organization: Bridgeport Rescue Mission
Location: Bridgeport, CT
Reports to: Director of Operations
Employment Type: Full-time, Exempt
Salary Range: \$55,000-\$65,000, based on experience

About Bridgeport Rescue Mission

Bridgeport Rescue Mission (BRM) is a faith-based nonprofit fighting poverty, hunger, homelessness, and addiction across coastal Connecticut. We provide hot meals, groceries, shelter, addiction recovery, job training, and spiritual care to those in greatest need – with compassion, dignity, and hope. Bridgeport Rescue Mission takes pride in creating employment opportunities for individuals to continue to grow their careers and achieve individual development goals.

The Mission currently operates three buildings in Bridgeport. The main facility at 725 Park Avenue is a five story multi-use 67,000 square foot building configured with Corporate Offices, Community Resource Center, Food Pantry, Dining Room, Commercial Kitchen, three floors of temporary housing and recovery services and a Chapel area of congregation. The building underwent a total “gut” renovation four years ago which included installation of state of the art, high efficiency HVAC systems, full LED lighting with controls, 500 kW stand by generator, updated fire suppression and detection systems, full security system and elevators.

The Donation Center is a 6,200 square foot warehouse for the collection and distribution of clothing and food. Transition Housing facility is 16,000 square feet is currently lightly utilized and may undergo significant renovation and restoration in the future.

Position Summary

The Equipment and Facilities Manager is responsible for and supervises the maintenance, care, and efficient operation of all equipment and facilities used by the organization.

Supervisory Responsibilities

Oversee the daily workflow, scheduling, and assignments of the equipment and facilities department.

Conducts performance evaluations and assessments that are timely and constructive.

Key Responsibilities:

Oversee buildings, systems and equipment to ensure the reliable, safe and secure facilities operations.

Organize a Facilities Infrastructure Department.

- Create Policies
- Create Procedures
- Create Job Descriptions for in-house personnel

Review and familiarize yourself with any outstanding issues that may include:

- Exterior drainage
- Façade water incursions
- Roof leader issues
- Sanitary sewer issues

Create a reliable, efficient method for building occupants to communicate system or equipment failures and additional maintenance requirements with the Facilities Department.

System to track all such requests.

- Track vandalism
- Creating Preventative Maintenance Program

Track and document all 3rd party services

Create Predictive Maintenance Program

Review and negotiate all outstanding 3rd Party service providers Service Contracts including:

- Where necessary coordinate all service activities with building operations and programs
- HVAC and Controls
- Stand-by Generator
- Fire Suppression
- Fire Alarm
- Security
- Elevators
- Telecommunications, Internet, Wi-Fi
- Rodent control
- Exterior Maintenance including snow removal

Organize and supervise in-house personnel for routine building maintenance and repairs.

- Coordinate staff and maintain schedules

Collaborate with BRM senior staff to establish emergency response policies and procedures.

- Major infrastructure system failure
- Fire
- Medical
- Security

Review of Utility bills

- Identify opportunities to reduce energy utilization and costs

Create and Collaborate to Implement Annual Operating budgets

Forecast Projected 3- and 5-year Operating budgets

- Identify potential capital projects

Coordinate all building inspections to remain in compliance

- Health Department
- Fire Marshall
- Building Department

Experience/Qualifications:

- Associate degree or bachelor's degree preferred
- Experience managing the company's type of facilities, equipment, and events preferred.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to access and navigate all areas of the facilities.
- Must be able to access all parts of the company equipment.

Faith

- Christian faith-based lifestyle

Benefits

- Competitive salary
- Health, dental and vision insurance
- Paid vacation time
- Retirement plan option

To apply, send resume to kmoales@brmct.org