

BUILDING MANAGER JOB DESCRIPTION

Position: Building Manager
Accountable to: Administrative Committee (AC) Business Administrator
Professional Requirements: Interest, and preferably experience, in building management, contracting and building maintenance.
Purpose: To manage the PCA Office Building in accordance with the Building Policy Manual.

Time Requirements:
This is a part-time position; salary is deemed to cover all hours worked.

Primary Responsibilities:

- Keeps a schedule of short-term and long-term building maintenance needs
- Works with the AC Business Administrator on the building budget and variances
- Acts as the first point of contact with building occupants and vendors for scheduled and unscheduled maintenance needs including:

Grounds Maintenance

Oversees the grounds maintenance and approves seasonal changes as required.

Security System

Monitors the system. Maintains a good working relationship with the Security System Provider. Is available for 24/7 calls from security alarm.

General Maintenance

As required. This could include any of the following items or others as seem necessary by the AC Business Administrator.

1. Parking Lot—Painting, surfacing, resealing scheduling, etc.
2. Painting—Continuously keeps painted areas in good repair.
3. Carpeting—Cleans and replaces when necessary.
4. Repair and installation of some miscellaneous items, e.g., door locks and keys, minor bathroom needs, door closers, etc.
5. HVAC System—Monitors the heat and air conditioning system. Has a good understanding of the system and a good working relationship with a reliable HVAC contractor. Handles filter changes, quarterly cleanings, etc.
6. Electrical System—Maintains a good relationship with a reliable electrical contractor. Works with a contractor who can handle small and large jobs.
7. Plumbing System—Maintains a good working relationship with a reliable plumber.
8. Janitorial Servies—Maintains a good working relationship with a reliable janitorial company.
9. Regularly coordinates with MTW's scheduled maintenance plans.

- Arranges and hosts various inspections including:
 - a. Fire alarm/sprinkler system
 - b. Backflow testing

- Handles other responsibilities as assigned by the AC Business Administrator, such as showing space to prospective tenants and brokers should unoccupied space become available.

The overall responsibility of the Facility Manager is to maintain the properties known as the General Offices of the PCA in a functional and operational manner to ensure optimum utility and value of the property. Other such special property/facility coordination as required by the agencies of the PCA may be allocated to the Building Manager.

Please Direct Inquiries/Resumes To:

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