Position Title: Facilities Manager  
FLSA Status: Full-Time  
Starting Salary: $50,000  
Benefits: Once eligible, 3% match for Individual Retirement Account  
Supervisor’s Title: Senior Economic Development Director  
Location: Buffalo, NY  
Organization Mission: WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.  
Website: www.wedibuffalo.org

Programs Overview:
WEDI’s mission is to strengthen communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers. Founded in 2006 by members of the Westminster Presbyterian Church to improve the quality of life for residents of Buffalo’s West Side, WEDI (the Westminster Economic Development Initiative) has two focus areas—Education and Economic Development—and numerous programs including the West Side Bazaar. This dual focus makes WEDI unique among its peers. With a passionate, diverse staff that is representative of the constituents it serves, WEDI is well-poised to realize its vision that all residents of Western NY can succeed and thrive in a culturally inclusive community.

Position Summary for Facilities Manager:
WEDI is seeking a Facilities Manager to oversee the maintenance of the West Side Bazaar on 1432 Niagara Street, a brand new 16,000 square foot property in Buffalo, NY.

Summary of the Position:
The Facilities Manager will be working with the West Side Bazaar Manager to ensure the facility and its services meet the needs and standards of our tenants and customers.
Duties:

- Maintain property appearance and ensure repairs are noted and completed on timely basis
- Implement and conduct routine preventive and condition maintenance programs
- Act as the main point of contact for all service contractors
- Respond and service requests from building apartment and commercial tenants
- Assist in coordinating outside (3rd party) vendors and building material ordering
- Perform and oversee routine building maintenance of equipment, building materials and the exterior grounds in a safe and efficient manner
- Ensure property is walked daily and proactively identify and address any service-related needs
- Ensure that all service requests are recorded and communicated appropriately to the Bazaar Manager
- Implement plans to reduce waste and improve maintenance work wherever feasible; ensuring efficient and reliable operation of the building, process and equipment while protecting and prolonging the economic life of building assets at optimal cost
- Respond to facility and equipment alarms and system failures
- Troubleshoot building/unit malfunctions and failures and help make necessary repairs
- Management of a site response plan for all emergency facility related issues 24/7
- Ensure proper response and handling of all property emergencies with staff, tenants, buildings, etc. within tenant guidelines to minimize liabilities (i.e., criminal activity on property, employee/tenant injuries, fires, floods, freezes, etc.)
- Ensure that unsafe conditions are corrected in a timely manner
- Superior communication and customer service skills and an ability to adapt to a wide variety of audiences, including clients, supervisor, direct report(s), peers, and external partners/vendors.
- Demonstrated self-starter who goes beyond job description to make sure goals are achieved.
- Very organized, detail-oriented, and fast and comfortable with various computing programs, primarily Microsoft.
- Demonstrated ability to meet deadlines with a high level of accuracy.
- Ability to thrive in an entrepreneurial, team-oriented, mission-driven environment
- Fluency in English language, both oral and written. Fluency in Spanish, Arabic, Burmese, and/or any other Asian or African languages is strongly preferred.
- All other duties as assigned
Basic Qualifications:

- Bachelor, Associate bachelor’s or Technical degree in a related discipline and/or 5+ years previous work experience with direct leadership in an operations or maintenance environment
- Advanced technical knowledge of facilities and/or manufacturing equipment including HVAC, boilers, refrigeration, controls, electrical, plumbing, glycol systems, ansul systems, compressor systems, exhaust systems, etc.
- General knowledge of equipment repair and building systems, electrical, plumbing, painting etc.
- Working knowledge of safety regulations and OSHA standards
- Effective oral and written skills including the ability to prepare and present building information, and facility status
- Must be able to communicate effectively at all levels
- Excellent customer service skills and ability to interpret needs
- Process and detailed oriented individual
- Ability to interpret technical information and determine operational effects
- Mechanically inclined, multi-tasker with both good communication and leadership skills
- The ability to work independently and/or in collaboration with other members of WEDI.

Minimum Requirements:

- Must possess smartphone and/or computer skills sufficient if requested to order building supplies, materials and equipment
- Must have a valid New York State Driver’s License and have a personal vehicle
- Interest in food and foodways a plus; commitment to culture, agency, inclusivity a must

Work Environment/Physical Demands:

- Position requires normal mobility and ability to work both in a structured office setting and conduct on-site visits throughout the West Side Bazaar
- Position requires excellent verbal and written communication skills in a variety of settings and use of routine office equipment (calculators, telephone, write and take messages, prepare written reports)
- Position requires ability to interact with clients and customers from a variety of cultural backgrounds in on-site conditions throughout the West Side Bazaar
- Must be able to lift up to 50 pounds on a regular basis.
- Requires daily walking though the West Side Bazaar in normal course of duties
Miscellaneous

- Position start date is on or around September 2023
- The position is full-time with benefits. Salary will be commensurate with experience.

Organizational Policy/Procedure Compliance:

- Follow all organizational policies and procedures as well as local, state, and federal laws.
- WEDI does not tolerate sexual, violent, or other unlawfully discriminatory actions, gestures, harassment, or statements. Any of these behaviors are subject to personnel action up to and including immediate termination. Such actions must be reported to the supervisor immediately.
- Always maintain confidentiality of organizational records and information.
- Maintain a professional, but friendly and culturally sensitive image.

We are looking for people who share our passion for advancing emerging entrepreneurs from diverse backgrounds. Interested in applying? Please send a resume and cover letter to jobs@wedibuffalo.org.