



CLAREMONT PREPARATORY SCHOOL  
New York, New York

## **Facilities Operation Manager**

Seeking full-time Facilities Operations Manager. Potential candidate will be required to be on call for emergencies. Position available immediately. Comprehensive benefits package with four weeks vacation.

### **Qualifications:**

Must have extensive experience in construction, engineering and HVACS. Ability to multi- task is a must. FDNY Certificate of Fitness. BA in Engineering preferred.

### **Description of Duties:**

Facilities Operations Manager will ensure production operations by determining work priorities and scheduling repairs, maintenance and installation of machines, tools and equipment. Act as primary contact for landlord and tenant. Understands all lease agreements and ensures compliance of all terms and conditions. Communicates effectively with client's senior management, architects, engineers, contractors and vendors. Create and maintain annual facilities budget for capital and expenses. Work with Finance Department on proper payment of facilities related invoices. Supervise, train and evaluate clients that are participating in the service of Building Operations. Manage staff communication regarding Facilities issues.

Please fax all resumes to 212-232-0284. No phone calls please.