Position Description

Position Title: Building Services Manager

Department: Operations

Reports to: Associate Director of Operations

Position Summary: This position is an integral part of the Operation Leadership Team. This position is a maintenance and facilities management position with emphasis in people, processes, and facility management. This position is responsible for supervising and completing operations tasks, logs, operating systems, and facility operations daily. This is a full-time position with weekends required.

Primary duties and responsibilities:

- Supervision of facilities/maintenance staff and tasks.
- Scheduling of facilities/maintenance staff and time management.
- Coordinating FMX maintenance software tasks.
- Contact for contractors and vendors related to building services.
- Perform daily checks for the areas of responsibility including property, facility, and technicians.
- Inspect and advise on general carpentry, plumbing, pump systems, wiring, mechanical, machinery use, and fabrication.
- Crowd Control Management in relation to events and daily activities.
- Purchase and maintain inventory of facilities supplies, parts, tools, custodial, and machinery.
- Backup quality control of events set-up and breakdown when required.
- Liaison of events and event support with Event services manager.
- Research methods of efficiency as it relates to building services.
- Manage other facilities maintenance related task when required.
- Provide administrative support to Director.
- Any other tasks required by operations leadership team.

Requirements/Qualifications –

- Associates Degree, trade school, and/or 5 years of experience in garden operations, general contracting, electrical, HVAC, mechanical, or plumbing trade.
- Certificates in Crowd Control Management, first aid and CPR, and certified pool operator preferred.
- Minimum of 2 years of hands-on field experience with one year of prior supervisory experience.
- Good computer skills including MS Office (word, excel, etc.), Outlook, and use of web browsers.
- Experience in GIS mapping systems a plus.
• Weekends and holidays may be required.
• Excellent communication skills, both written and oral.
• May stand for long periods of time. Walk and inspect property. Work in extreme temperatures and dirty environment. Lift and carry objects up to 50 pounds. Drive vehicle or cart.
• Possess and maintain a valid Florida driver’s license and have an acceptable driving record.
• Pre-Employment background check required

To Apply: Please submit a resume and contact information by email to employment@naplesgarden.org. To find out more about Naples Botanical Garden, please visit our website at www.naplesgarden.org. Naples Botanical Garden is an Equal Opportunity Employer and has a long-standing policy of employment and advancement based solely upon qualifications to perform the essential elements of a position without regard to race, color, religion, sex, sexual orientation, age, national origin (ancestry), or disability.