

**Greenville Woodworkers Guild, Inc.**  
**Position Description**

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<b><u>Title:</u></b>	Facility Building Manager	PDE No.: 20
		Revision: 2
		Date Adopted: Aug 13, 2012
		Resolution: 2012-33

**General Responsibilities:**

The Facility Building Manager is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild) for the operation, maintenance, enhancement and construction of Guild buildings and building systems that comprise the Guild Education Center. The Facility Building Manager will insure that all facility structures and systems comply with applicable building, zoning and safety codes and regulations. He/she will insure that all structures and systems are installed and maintained so as to provide a safe environment for facility users and that all structures and systems are in good repair and working order at all times.

**Authorization:**

The Facility Building Manager is appointed by the Education Center Superintendent and serves at the pleasure of the Superintendent. The Facility Building Manager is a member of the staff of the Education Center Superintendent and shall work with the Superintendent and other staff members to insure the safe and efficient use of the Education center by all Guild members. The Facility Building Manager is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Policies and budgets approved by the Greenville Woodworkers Guild Board of Directors and shall act consistently with such Policies and budgets. The Facility Building Manager may appoint such assistants as may be necessary to assist with the duties of the Facility Building Manager. Any such assistants serve at the pleasure of the Facility Building Manager.

**Specific Duties and Responsibilities:**

The Facility Building Manager's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of shop staff, members and volunteers so as to achieve the following.

- Serve as the focus of utilities services utilization and the primary contact with utility service providers. Monitor water/sewage, electric and natural gas usage and costs. Develop and implement processes, procedures and modifications to reduce utility services costs where possible.
- Develop and implement schedules and programs for routine maintenance and testing of HVAC, electrical, fire suppression system, fire extinguishers, locking hardware and plumbing system. Approve permanent modification of said items and systems. Approve requests for temporary modification or extension of said items and systems and/or audio/visual wiring for meetings and events to be held at the Education Center.
- Monitor interior and exterior structures, doors, windows, fixtures, signage and interior and exterior lighting to identify needed repairs and maintenance. Arrange for the necessary work to be done.
- Create and maintain historical records of facility maintenance activities.

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- Purchase supplies and materials necessary to perform assigned responsibilities.
- Develop operating rules and procedures for the shop forklift. Provide training in the operation of the forklift to appropriate persons. Maintain a supply of fuel for the forklift. Provide for routine maintenance and repairs as required for the forklift. Maintain service and repair records for the forklift.
- Solicit and evaluate proposals from vendors for facility related goods and services to be purchased. Negotiate contracts for such purchases. Recommend such purchases to the Education Center Superintendent for approval. Monitor/supervise the delivery of such goods and services and compliance with negotiated contracts.
- Develop and implement procedures for the timely removal of garbage, trash, debris, wood waste and sawdust from the Education Center property.
- Serve as the Guild contact person with government, building code and fire department officials regarding facility design, modifications and operations.
- Perform any other actions necessary for the safe, efficient and orderly operation of the Education Center Facility.