



Job Title: Facilities Manager

Wright-Hennepin Cooperative Electric Association is a member-owned, not-for-profit electric utility that provides power to rural Wright County and western Hennepin County. The cooperative has been a corporate citizen to the area since 1937 and currently serves more than 50,000 electric accounts.

We are hiring! As an essential service, we are continuing to operate. The position is located at our company headquarters in Rockford, MN, 15 miles west of Plymouth on Hwy 55.

The **Facilities Manager** manages the design, planning, construction and maintenance of the building and grounds. This role plans, budgets, and schedules facility modifications, including estimates on equipment, labor, materials, and other related costs. It oversees the coordination of building space allocation and layout, communication services and facilities expansion and manages vendor contracts. This position is responsible for safety and emergency response programs for the Cooperative and performs key administrative functions for the Engineering and Operations Department.

POSITION RESPONSIBILITIES

50% Facilities Management

- Manage and oversee general operations of the building, maintenance and repair of facility and components of its major systems such as HVAC, plumbing, electrical, building grounds, furniture, office space, lighting, and other factors. Monitor the progress and quality of work of each project and adjust as necessary to ensure project standards and objectives are met. Monitor all budgeted expenditures of projects.
- Implement long range plans, conceptual designs, and capital outlay requirements and documentation for building. Execute short-term and long-term building capital plan, including preventive maintenance. Anticipate and prepare for current and future employee space and building needs, etc.
- Determine the resources (time, money, equipment, etc.) required to complete facility improvement projects. Develop and review the project schedule and provide progress updates to management.
- Respond to and coordinate emergency repairs of the facility. Create and maintain facility vendor relationships.
- Oversee and direct maintenance personnel and outside contractors engaged in equipment installation, facilities equipment repair, and preventive maintenance.
- Oversee the coordination of building space allocation, layout, and communication services across all departments. Work across Cooperative to understand needs and requirements.
- Maintain the interior of the building to ensure a clean, safe and orderly facility. Monitor the facility and perform routine physical review of the building and external grounds. Monitor cleanings by janitorial contractors, particularly in common areas. Recommend and implement new technologies, standards and procedures.

25% Procurement and Contracts

- Oversee and enforce vendor contracts including oversight of snow removal / lawn care vendors. Conduct external grounds maintenance as needed and perform seasonal clean-ups, lawn mowing, weeding, snow shoveling, and lawn care as needed.
- Source and manage service contracts appropriate to facility maintenance needs, including coordination of contract/bid specifications, bidding process, and contract administration. Troubleshoot facility-related issues.
- Liaison with building suppliers to ensure timely and accurate delivery of products; replenish supplies; maintain inventory of equipment.

10% Safety Administration

- Administer employee emergency response efforts. This includes notification and evacuation procedures, emergency equipment maintenance and training, and periodic training drills for employees.

- Oversee random drug screen processes and complete CDL driver registration.
- Partner with Safety Manager to support environmental and health and safety practices throughout the organization.

10% Administrative Services

- Administer billing, permit processing, workplan execution, report generation and distribution for the department.
- Sort invoices and apply coding to budget reference numbers on a timely basis for appropriate approval and payment.

5% Other duties as assigned

JOB REQUIREMENTS

- Bachelor's degree preferred
- 5+ years of experience, or advanced degree with 3+ years of experience
- 3+ years of experience in overseeing building operations
- Basic skills in handyman responsibilities and repairs
- Certified Facility Manager (CFM) preferred
- Facility Management Administrator (FMA) preferred
- Valid driver's license required
- Experience with contract management, security, reception, janitorial, grounds maintenance, mail/shipping, food services, pest control
- Understanding of building systems, HVAC, electrical, structural and building envelope
- Experience working in regulated environments
- Ability to read and understand blueprints
- Must adhere to WH's core values of Teamwork, Dependability, Performance, Integrity, Safety and Member/Customer Focused.

JOB COMPETENCIES

Collaboration

- Expresses ideas verbally and in written format
- Exhibits good listening and comprehension
- Keeps others adequately informed
- Responds to all inquiries in a timely manner
- Selects and uses appropriate communication methods

Dependability

- Responds to requests for service and assistance
- Follows instructions, responds to management direction
- Takes responsibility for own actions
- Keeps commitments
- Meets attendance and punctuality guidelines

Member / Customer Service

- Displays courtesy and sensitivity
- Manages difficult or emotional situations
- Meets commitments
- Responds quickly to member / customer needs

Planning and Organization

- Prioritizes and plans work activities
- Uses time efficiently
- Plans for additional resources
- Integrates changes smoothly
- Works in an organized manner

Quality

- Demonstrates accuracy and thoroughness
- Displays commitment to excellence
- Looks for ways to improve and promote quality
- Applies feedback to improve performance

WORKING CONDITIONS

Works in a climate-controlled office environment and requires use of the computer terminal and keyboard, written reference material, and catalogs. Frequent use of written and verbal communication skills. Requires hearing within normal range. Requires vision within normal range. Regularly required to stand; walk; and use hands to finger, handle, or feel. Occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. Frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds.