

Job Title:

Commercial Building Facility Manager / Fire Life Safety Director

Job Description Summary:

Full-time Facility Manager to oversee and ensure the effective repair, maintenance, and ongoing operations of a 7-story commercial building in Lower Manhattan. The successful candidate will be responsible for coordinating repair and maintenance activities, implementing safety programs, and ensuring compliance with all relevant regulations. Qualified candidates must be licensed as a Fire and Life Safety Director (FLSD) and able to communicate in English and Chinese.

Job Description:**Key Responsibilities:**

- Oversee the repair and maintenance for the building
 - Visually inspect building for maintenance and safety
 - Ensure all building systems (HVAC, elevator, plumbing, sprinkler, etc.) are operating properly and efficiently
 - Renew relevant permits prior to expiration
 - Coordinate contract-based maintenance services
 - Maintain written compliance logs/reports as required by local regulations
 - Report major issues directly to Executive Management
- Manage overall building security including leading safety programs and emergency response team
- Establish and maintain positive relationships with employees, tenants, vendors and outside contractors
- Supervise work of lobby attendants and custodians; coordinate their weekly schedule
- Prepare facilities for changing weather conditions
- Respond to emergency calls and maintain flexible working hours during major projects/per company needs
- As Fire Life Safety Director:
 - Ensure that the building complies with fire safety codes
 - Conduct safe evacuation of building occupants in the event of emergencies
 - Keep up to date with fire codes and regulations
 - Maintain accurate records and logs as required by law
 - Facilitate all inspections by FDNY

Qualifications:

- Minimum 3 years of experience in commercial building operations and maintenance
- Must speak Chinese and English
- Excellent problem-solving skills, with the ability to manage multiple projects simultaneously and prioritize most urgent tasks
- Licensed as FSLD COF F89/T89 and must pass on-site test within 3 months of employment
- Must have security guard license or obtain one within 3 months of employment
- Knowledge of building repair and maintenance
- Strong communication with both internal and external parties
- Effective computer, writing and budgeting skills
- Must have reliable means of communication and transportation
- Ability to physically stand, bend, squat and lift up to 50 pounds

Salary: \$60,000 - \$70,000 per year