

## We're Seeking a Facilities Manager to Join Our Team

The facilities manager reports to the deputy executive director/membership and technology director. Our ideal candidate has a passion for preserving the beauty and integrity of our historic building and grounds while ensuring the safety of our members, staff, and community. The person in this position must have excellent communication skills and be able to oversee day-to-day building operations. Additionally, this person is organized, hands-on, and enjoys solving problems while balancing operational priorities.

## What You'll Do

- Perform or schedule all necessary general and preventative maintenance to care for the exterior and interior of the building and ensure the safety of our members and the community. This includes, but is not limited to:
  - Exterior – general cleaning and upkeep, minor renovations and improvements, light construction, lawn and landscape care, weed control, sprinkler management and blowout, snow removal, etc.
  - Interior – general cleaning and upkeep, minor renovations and improvements, light construction, HVAC, mechanical, and utilities monitoring, plumbing, electrical, drywall repair, painting, cleaning, organizing, office machine and furniture upkeep, etc.
- Execute on-going property inspections to ensure cleanliness, maintenance, safety, and other standards are consistently attained and communicate necessary updates and repairs to your supervisor. When work cannot be self-performed you notify and make recommendations to your supervisor.
- Evaluate and recommend equipment and service upgrades.
- Coordinate contractor and management approvals for work orders that require the use of a vendor.
- Coordinate maintenance efforts with outside contractors for contracted work and projects.
- Resolve problems encountered during daily operations and determine appropriate solutions.
- Respond to after-hours fire, security, and systems emergencies.
- Maintain a record of building alarm codes, door keys, and parking spaces.
- Provide input into the annual budget with respect to the building/grounds and any work necessary for repairs or maintenance.
- Perform other related duties as assigned.



## You'll Love This Role If

- You have a positive attitude, a strong work ethic, and a mindset focused on preservation and safety.
- You enjoy keeping things running smoothly and take pride in maintaining safe, functional, and well-organized facilities.
- You are energized by managing vendors and contractors to get work done efficiently.
- You take satisfaction in preventative maintenance and long-term planning, not just quick fixes.
- You communicate well with leadership, staff, and external partners to keep everyone informed and aligned.
- You can motivate yourself and move forward with little guidance.
- You are trustworthy and can always keep sensitive information confidential.

## When You Join Us, You'll Bring

- Graduation from high school or the possession of a GED certificate, HiSET, or TASC Certificate.
- Four years of experience in building operations, performing a variety of duties in construction, mechanical, or facility maintenance.
- Valid Driver's License that must be kept current as a condition of employment.
- Valid automobile insurance that must be kept current as a condition of employment.
- Flexibility with schedule when needed.
- Strong interpersonal skills
  - Self-confidence
  - Verbal and written communication
  - Problem-solving
  - Positive attitude
  - Empathy
  - Listening
  - Reliability
  - Respectfulness



## What We Offer

- A challenging opportunity and a great team to work beside.
- Competitive pay and work-life balance.
- An environment where your insights and expertise will be valued.
- A defined pension benefit retirement program.
- Health benefits that include medical, dental, and vision insurance.
- Short-term and long-term disability benefits.
- Tax-free health savings and spending accounts.
- Paid time off and paid holidays.

## Additional Details

- This is a part-time, benefited position. (Approximately 20 hours per week.)
- You report to the deputy executive director/membership and technology director.
- You'll work from our office.

**Position Salary Range** – \$34.22-\$53.03 an hour

**Starting Pay** – Anticipated starting pay is at the lower 50% of the position salary range.

## About Us

DERP was established January 1, 1963, to provide a defined benefit plan for eligible City and County of Denver employees in the Career Service, certain employees of the Denver Health and Hospital Authority, and DERP staff. As a trusted steward of the city's pension plan for almost 60 years, we have helped thousands of eligible employees build, plan, and live a strong retirement future. We believe everyone deserves to have a strong retirement future and we are committed to providing members a secure DERP Pension Benefit, along with the information, education, guidance, and support needed to make informed retirement decisions on their journey to retirement.

Our office is in the Historic Capitol Hill neighborhood in the heart of Denver, Colorado. We're in the John Porter House mansion which was built in 1917 for Henry M. and Louise Coors Porter of the Porter Hospital and Coors Brewing Company families.

## Interested Candidates

As part of the application process, we ask that you:

1. Email a cover letter telling us why you'd be awesome in this role to [Roni.Kirchhevel@DERP.org](mailto:Roni.Kirchhevel@DERP.org)
2. Include your resume highlighting your work and experience.

**If you're interested, make sure to apply soon. This position will close without notice.**

