



Buffalo Bayou Partnership

Position Announcement:

Facilities Manager

Reports to: Buffalo Bayou Park Director
Classification: Full-Time
Weekly Schedule: 40 Hours / week, days may vary
Office Location: 1803 Memorial Drive, Houston TX, 77007

Buffalo Bayou Partnership

Established in 1986, Buffalo Bayou Partnership (BBP) is the nonprofit organization creating and stewarding welcoming parks, trails, and unique spaces, connecting Houstonians with the city's most significant natural waterway. BBP focuses on a 10-mile stretch of Buffalo Bayou, from Shepherd Drive through downtown, into the East End, and on to the Port of Houston Turning Basin. In addition to spearheading and maintaining award-winning green spaces such as Buffalo Bayou Park, BBP also removes trash from the waterway, restores and preserves natural habitats, and engages tens of thousands of visitors each year through dynamic programming, public art, volunteer events, and recreational opportunities.

Position Summary

The Facilities Manager is responsible for the repairs and renovation, as well as assisting in the construction of new parks, trails, and facilities. Currently BBP oversees four buildings and in the near future will add two more. There are also numerous event venues, park amenities, and significant infrastructure such as lighting and irrigation throughout BBP's area of responsibility.

Duties and Responsibilities

- Perform assessments and provide corrective, routine repairs of carpentry, electrical, plumbing, and HV/AC systems
- Develop and maintain preventative maintenance programs to ensure operational efficiencies and safe facility operations
- Provide proper documentation to ensure compliance with all required City, County, and OSHA permits
- Provide facility inspections and reports on operational status
- Coordinate use of outside specialty contractors/vendors
- Assist with construction of new park and trail facilities and amenities in collaboration with BBP Capital Project Managers
- Assist and perform other duties as assigned

Qualifications

- High School diploma
- Specialty trade certification in such areas as Electrical, Plumbing, and/or HV/AC from an accredited school
- Seven to ten (7-10) years of relevant experience
- Proficiency in general construction areas such as carpentry, electrical, plumbing, and HV/AC systems in order to diagnose and complete minor repairs
- Proficiency with repair tools, materials, and techniques
- Experience working and overseeing the work of contractors and vendors
- Able to work independently, multi-task, organize, and prioritize all tasks and routine maintenance
- Problem solving skills
- Willingness to work outdoors and perform physical labor in weather conditions ranging from extreme heat to extreme cold temperatures
- Able to drive between work sites and facilities (valid Texas driver's license required)
- Excellent communication and interpersonal skills in order to speak to and deal effectively with other BBP employees, contractors, vendors, and park and trail visitors
- Spanish proficiency a plus

Salary and Benefits

Buffalo Bayou Partnership offers a competitive salary and excellent benefits.

BBP is an Equal Opportunity Employer.

To Apply:

Please submit resume and cover letter via email to:

jobs@buffalobayou.org

Subject line: Facilities Manager

No phone calls please.