



W S I P C

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[www.wsipc.org](http://www.wsipc.org)

## Facilities Administrator

### WSIPC – Reference # 200801

#### Why WSIPC? At WSIPC We Take Pride in Nurturing a Culture Where...

**We are a team** – We care about the growth and development of our people and the Cooperative.

**We pursue excellence** – We are continuously learning, and striving to improve our skills, services and culture.

**We are passionate and creative** – We are inspired by our Cooperative members to innovate and develop solutions that best fit their needs.

**We are accountable and supportive** – We take responsibility for our decisions and collaborate to ensure the best outcomes.

**We communicate honestly** – We work in a transparent, open, and trust-based environment.

**We have serious fun** – We take the time to enjoy ourselves, because hard work and innovation are fueled by a good work-life balance and a lot of personality.

**We serve our community and we are our community** – We are part of the community we serve and we are invested in its success.

#### About the Position

The Facilities Administrator is responsible for providing the expertise, supervision, planning, and daily coordination for the management of WSIPC's corporate facilities. The ideal candidate is a seasoned professional who can oversee all aspects of maintaining the facility while keeping us current with local, state, and federal regulations.

This essential role within the agency will act as an expert in planning, maintenance, and management of resources for the facility and will serve as the primary liaison with vendors and state & federal agencies related to WSIPC's facilities.

This position requires a high level of accuracy, exceptional attention to details, strong communication skills, as well as the ability to be professional, ethical and maintain confidentiality in all business practices.

#### Ideal Candidate Qualifications

- General proficiency and work experience in the areas of plumbing, electrical, HVAC, carpentry, physical property security, and grounds maintenance
- Awareness of national and city codes, city permits, and proper procedures for assuring that codes are met and permits are current, as well as maintaining the records to support the requirements
- Industry standards for the management of independent construction contractors: bid procedures and typical content, liability and payment procedures for a state run business including prevailing wage requirement
- Standards, methods, tools and equipment employed in the maintenance of commercial facilities and the janitorial needs including inventory and ordering of supplies
- The ability for managing expectations for our vendors that provide both normal and afterhours maintenance, including security and janitorial services
- Methods/tools used to diagnose mechanical, electrical and plumbing systems
- The availability for afterhours facility emergencies and tasks that must be performed including response to potential building emergencies or security issues

#### Employment Benefits

This is a full-time position. WSIPC provides a comprehensive benefits package including but not limited to twelve holidays, medical, dental, vision, and paid sick leave. Visit [www.wsipc.org](http://www.wsipc.org) for a full list of benefit offerings.

#### Apply Now!

What a great place to work! Apply now by emailing your resume to [employment@wsipc.org](mailto:employment@wsipc.org)

WSIPC is an EOE.