



CREATING AN ENVIRONMENT FOR INSPIRING HUMAN POTENTIAL



## POSITION | Facilities Manager

### POSITION DESCRIPTION

The Facilities Manager at JUMP plays a crucial role in overseeing all aspects of building functions and guarantees the safety and functionality of all facilities. Duties include running routine safety inspections, corresponding with contractors, planning maintenance work, maintaining records, and supervising facilities staff. By managing the maintenances and management tasks the Facilities Manager promotes a dependable, clean, and safe environment for JUMP employees and the public.

### DUTIES AND RESPONSIBILITIES

- Maintain a comprehensive preventative maintenance plan.
- Perform routine maintenance inspections.
- Organize and plan building installments and refurbishments.
- Supervise facilities staff and communicate with external contractors and vendors.
- Ensure proper security measures for the workplace, including collaborating with security system vendors.
- Comply with all health and safety policies and procedures.
- Drafts and executes contracts for Independent Contractors.
- Schedules inspections and maintains records to ensure life safety and fire systems are inspected, certified and maintained to code.
- Perform and/or coordinate general maintenance of facility furniture, fixtures, and equipment (FF&Es), HVAC, and other building systems and equipment.
- Manage access control and safety systems.

### REQUIRED QUALIFICATIONS

- High School diploma or equivalent.
- Ability to obtain safety certifications such as First Aid/CPR, Aerial Lifts, OSHA as condition of employment.
- Minimum 3 years of experience as a Maintenance and/or Facilities Manager.
- Working knowledge of OSHA requirements.
- Must be able to work well with a diverse group of individuals.
- Must be willing to work nights and weekends.
- Must be knowledgeable and comfortable working with current technology in buildings.
- Must have excellent organizational, administrative, written, and verbal skills.
- Ability to facilitate teamwork through proactive communication.

- Physical Requirements: heavy work such as climbing, balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and making general observations while working in a controlled and uncontrolled environmental condition. May be subject to hazards and work in close quarters on occasion.

### **PREFERRED QUALIFICATIONS**

- Certified Facilities Manager.
- Knowledge of the local community.

**DISCLAIMER** | Jack's Urban Meeting Place (JUMP) is a nonprofit interactive creative center dedicated to inspiring human potential through creativity, education, and community building. Located in downtown Boise, JUMP serves as a vibrant hub for collaboration, offering workshops, performances, and exhibitions that celebrate the human spirit. With a focus on respect, engagement, courage, and connection, our 3-acre park and diverse studios provide unique spaces for exploration and innovation, inviting everyone to discover new possibilities. Inspired by the legacy of J.R. Simplot, JUMP showcases vintage tractors as symbols of ingenuity, fostering a dynamic ecosystem where individuals and organizations can unlock their potential and enrich our community.

JUMP LLC is owned and funded 100% by the J R Simplot Foundation, which is a 501(c) (3) exempt private foundation. The job description listed above has been written to indicate the overall nature, essential duties, and responsibilities of the work to be performed. It may not contain a comprehensive record of all duties, responsibilities, and qualifications required as it is highly likely the job structure will evolve.

**TO APPLY** | Please submit a current resume and cover letter along with a completed JUMP application (located on our website at [JUMPBoise.org](http://jumpboise.org) <http://jumpboise.org/careers>) to [careers@jumpboise.org](mailto:careers@jumpboise.org) with the position title in the subject line or by mail to 1000 West Myrtle Street, Boise, Idaho 83702. Resumes without a completed application may not be reviewed for employment. If you have any questions, please e-mail us at [careers@jumpboise.org](mailto:careers@jumpboise.org).