

Facilities Manager, UOVO: NYC - Immediate Opening

A successful and rapidly growing art services company seeks a full-time Facility Manager to support day-to-day activities at our state of the art 270,000 square foot art storage facility.

The Facilities Manager is responsible for building infrastructure and equipment, preventive maintenance, security and building management systems. The ideal candidate will have a strong building management background and knowledge of HVAC, electrical, fire safety and other maintenance systems. Candidate must be comfortable multitasking in a fluid environment. The Facilities Manager will report directly to the Executive Vice President of Operations.

Key Responsibilities include but are not limited to:

- Keep UOVO: NYC facility in excellent working condition
- Construction closeout for a humidity-controlled building including participation in commissioning
- Maintain storage conditions for temperature, relative humidity and protecting from building system risks
- Establish and coordinate all preventative maintenance for facility systems, maintaining accurate records and history
- Responsible for coordinating and tracking outside vendors for maintenance and repairs, including cleaning and landscaping
- Establish monitoring and maintenance schedule to maintain optimal environmental standards
- Responsible for monitoring security and access control systems and tracking reporting standards
- Responsible for the adherence to NY regulations for Fire Suppression Systems and sprinkler system throughout the facility
- Order, maintain and track office and cleaning supplies for the facility
- Performs and reports on daily, weekly and monthly facility inspections to identify necessary repairs or additional servicing
- Adhere to all company policies and maintain high ethical standards
- Must be reachable 24/7 for facility emergencies and be first responder to building systems alarms

Qualifications & Skills:

- Team Player, able to work in a dynamic environment
- 5-7 years of building management or office management experience
- Strong communication skills and the ability to provide clear and concise details regarding building issues
- Basic maintenance and repair skill set
- Excellent multi-tasking skills with attention to detail
- Familiarity with package HVAC equipment (DX, electric, and gas-fired)
- Significant experience with central BMS/EMCS preferred
- Experience with humidifiers and dehumidifiers preferred

Compensation: Salary commensurate with experience; health benefits included.

If you are interested, contact: Christopher Wise, EVP, UOVO, T: 646-747-4305 W: uovo.org

UOVO - Revolutionizing Art Storage uovo.org

Our approach to managing each collection is scaled to fit, no matter how exacting the depth of service desired.