

TOURO COLLEGE

JOB POSTING

Borough Manager-Manhattan

Reports to: Director of Facilities
Status: Full-Time
FLSA: Exempt
Location: Manhattan

About Touro College:

Touro College is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was established in 1971 primarily to enrich the Jewish heritage, and to serve the larger American community. Over 18,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles, are separately accredited institutions governed in common by the same Board of Trustees as Touro College.

JOB SUMMARY:

Direct and manage the Facility Site Managers responsible for building operations including routine cleaning maintenance, repair and minor alterations. Interacts with Deans and Director of Facilities as required. This work will take place throughout all of Touro College facilities located in Manhattan.

JOB RESPONSIBILITIES:

Assigns and supervises the work of site managers engaged in overseeing the custodial, HVAC system, routine and preventive maintenance and fire and safety systems and procedure tasks in college facilities, to include, but not limited to the following:

- Regularly visit and inspect all sites for which they are responsible to ensure that facilities are operated in a safe and cost effective manner.
- Conduct random site inspections on the cleanliness in the building, no less than once a quarter, using departmental check list and submit written report to Director of Facilities.
- Responsible for site staff personnel matters including: attendance, overtime, performance management and interviewing potential hires. Regularly review financial and attendance requests.
- Conduct regular meetings with site manager and staff to discuss personnel issues.

- Coordinate any requests for change in building schedule with site manager.
- Ensure that subordinates engaged in the operation and maintenance of high or low pressure boilers and auxiliary equipment in the building heating plant and HVAC and BMS systems are properly trained and certified and have undertaken all preventive maintenance.
- Ensure that all staff has required training to operate building systems.
- Review the logs and documentation regarding the testing of all fire safety systems. Ensure that all testing and safety drills are conducted as necessary.
- Ensure that emergency notification and contact information and protocols for each building are updated on a regular basis.
- In case of emergencies, notify the proper external and internal authorities, such as the Touro Director of Facilities and the SVP/Chief Administrative Officer and the Director of Emergency Preparedness.
- Meet with the site administration (Deans, Assistant Deans, Chairpersons and site Directors) on a regular basis, to discuss their needs concerns and suggestions.
- Responsible for the requisitioning, storing, distributing and accounting for necessary building and grounds maintenance supplies and equipment.
- Get multiple bids for purchase of vendor goods and services, when requested by facilities management and the purchasing department.
- Review contractor and vendor invoices for accuracy.
- Establish and maintain effective working relationships with architects, engineers and other vendors, along with building representatives and subcontractors.
- This position will represent this department, the Director of Facilities and Real Estate, at programs, meetings, conferences and to civic and government organizations.
- Prepare and submit written reports relating to assigned projects/functions to the Director of Facilities.

- Keep the Director of Facilities and Real Estate updated with important issues occurring at the site.
- As required, prepare incident reports to be submitted to the Touro Security Department and to the Director of Facilities.
- Other duties as required.

REQUIREMENTS:

Education, Preparation, and Training

- Minimum of a high school degree plus a degree from an approved vocational/trade school or at minimum an associate degree.
- At least 5-10 years employment in the management of large buildings.
- At least 3 years in a management position.

Skills

- A thorough knowledge of the principles and practices of the building trades
- The ability to inspect a building, its equipment, grounds and to plan maintenance activities
- Repair and custodial activities
- The ability to plan, supervise and evaluate the work of others
- The ability to estimate building or grounds repair and renovation costs
- The ability to meet and deal with Deans, faculty, students and staff tactfully
- The ability to prepare and submit written reports

Physical Demands

- Extensive time sitting and standing
- Able to lift up to 25-40 lbs.

Computer Skills

- Proficiency in Microsoft Office Suite including Word, Excel, Power Point, Outlook
- Internet research

Travel

- Work takes place at the Touro College Main Campus in Manhattan, NY

Application Procedure:

Please send a cover letter and your resume to:

robert.valentine@touro.edu. The subject line of your email should read: "Borough Manager-Manhattan"

Touro College is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law.