

## **POSITION GUIDE**

Job Location:

WMHT

4 Global View

Troy, NY 12180

Title: Facilities Manager

Department: Engineering

Hours: M-F 8:30am – 5:00pm, hours may vary

Type: Full-Time ,Non-exempt

Reports To: VP, Chief Technology Officer

### **The Organization:**

WMHT Educational Telecommunications is a multichannel public communications organization that reaches beyond the traditional broadcasting model to act as a leader by convening arts, culture, learning, and civic interests. Located in New York's Capital Region, WMHT serves diverse communities from the Mid-Hudson Valley to the Berkshires, including portions of Vermont and Connecticut, reaching more than one million people. WMHT provides entertainment, enrichment, and engagement through television, radio, digital media, and educational services including WMHT-DT (17.1), WMHT-Create (17.2), WMHT-World (17.3), WMHT-Kids (17.4); and EXIT 97.7, 106.1 WEXT (AAA public radio), WMHT FM 89.1, WRHV 88.7. WMHT also operates RISE, a radio reading for the blind and print-disabled.

### **The Opportunity:**

WMHT seeks an experienced, motivated, goal-oriented, hands-on Facilities Manager, to oversee the maintenance of all building and grounds aspects of the WMHT Facility. This position reports directly to the VP, Chief Technology Officer. This position requires a strong working knowledge of a wide range of facility maintenance. The Facilities Manager will work closely with the WMHT staff, clients, contractors and outside vendors.

**WMHT Public Media is proud to be recognized as one of the Capital Region's Top Workplaces by the Times Union.**

### **Specific Duties:**

- Maintain studio building and grounds in top condition to ensure full and productive use of the facility.
- Schedule generator, UPS, and HVAC maintenance.
- Perform carpentry, plumbing, electrical, and painting work to maintain building and/or oversee vendors and contractors (including the cleaning service.)
- Plan, organize and be responsible for preventive and regular maintenance of the WMHT facility to meet building codes.
- Requisition facility maintenance supplies, material and equipment; monitor inventory; load and unload supplies, materials and equipment.
- Set up tables and chairs for special events.
- Oversee any WMHT capital projects related to the building or grounds
- Maintain company cars inspections, registrations, and schedule repairs
- Work necessary events as scheduled by VP, Chief Technology Officer
- Act as a substitute custodian when necessary.
- Responds to emergency calls, including fire alarm notifications, related to the building or grounds
- Schedule annual building maintenance for fire alarms and sprinklers
- Conduct fire drills
- Oversee the WMHT Mailroom operations and supplies
- Other duties as assigned by the VP, Chief Technology Officer

### **Requirements:**

- Minimum 4 years' experience in facilities management, performing hands on work, maintaining and updating infrastructure

- High School diploma or equivalent.
- Ability to operate a lift
- Experience in building and grounds operations.
- Understands the methods and principles of general building maintenance including carpentry, plumbing, painting and electrical work.
- Ability to initiate and complete work orders.
- Proven ability to successfully plan, coordinate, and execute tactically and strategically
- Demonstrated effective interpersonal skills including both verbal and communication skills
- The ability to deliver work on time and at budget
- General Knowledge computer skills
- Ability to lift and carry equipment up to 50 lbs., carry out frequent reaching, stretching, twisting and bending.
- Standing for up to two hours at one time.
- A valid driver's license and good driving record is required for all WMHT positions.
- Ability to maintain a flexible schedule and work overtime, if necessary, this is an "on call" position

**Salary Range: 55,000-70,000**

**To apply, please email a cover letter and resume to: [vbelden@wmht.org](mailto:vbelden@wmht.org) or mail to:**

**Valerie Belden  
WMHT  
4 Global View  
Troy, NY 12180**

**WMHT Educational Telecommunications is an equal opportunity employer. The community and audience we serve is diverse, and we wish to foster that diversity in our workplace. Toward that end, WMHT does not discriminate against individuals in hiring, employment or promotion on the basis of race, religion, color, sex/gender, gender identity and gender expression, age, marital status, national origin, sexual orientation, citizenship, handicap or disability, veteran or military status, political belief, pregnancy, genetic information or any other characteristic protected by law.**