JOB TITLE
Facilities Coordinator

Eppson Center for Seniors
1560 North 3rd St , Laramie, WY 82072
Telephone: (307) 745-5116
www.eppsoncenter.org
facebook.com/eppsoncenter

HOURS
Full-Time – Flexible 40 hours per week.
May include evenings, weekends, or holidays.
$15 - $17/ hour DOE

EPPSON CENTER FOR SENIORS MISSION
All employees at the Eppson Center for Seniors must display dedication to our mission *TO PROVIDE LIFELONG SUPPORT FOR INDEPENDENT LIVING*

POSITION: The Facilities Manager oversees the overall operations, maintenance, and safety of the Eppson Center's physical buildings, equipment, and grounds. The manager is responsible for providing a safe, functional, and efficient work environment for employees and patrons. The ideal candidate will be highly organized and proactive with excellent communication and problem-solving skills.

QUALIFICATIONS
Preferred Education and Experience

- High School Diploma/GED
- Mechanically included with Problem Solving Skills
- Proven experience in facility management or a related field.
- Knowledge of building systems, including HVAC, plumbing, and electrical systems and basic contracting.
- A willingness to give back to the Community and a fondness for the older members of our community.

Skills and Other Experience

- Intuitive Nature – ability to work independently and seek out opportunities for building improvement needs on a daily basis.
- Self-starter with excellent project management, budgeting, and fiscal management skills.
- Solid understanding of health, safety, and environmental regulations.
- Strong leadership, communication, and interpersonal skills.
- Excellent problem-solving and analytical abilities.
- Ability to work under pressure and manage multiple priorities.
- Ability to adapt and learn in a fast-paced environment.
- Ability to carry out tasks quickly and competently.
- Ability to understand team goals and work as a team.
- Medium activity level - lifting, bending, standing, ability to lift 100 pounds on occasion.
- Ability to maintain satisfactory attendance.

DUTIES AND RESPONSIBILITIES

Eppson Center for Seniors provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Eppson Center for Seniors complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Eppson Center for Seniors expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Revised October 27, 2025

- **Operational oversight:** Plan, manage, and coordinate all building maintenance and repair schedules, including preventive maintenance programs for all mechanical, electrical, and HVAC systems.
- **Vendor and contractor management:** Negotiate and manage contracts for all third-party services, such as cleaning, security, landscaping, waste disposal, and specialized technical work.
- **Compliance and safety**: Ensure all facilities and procedures comply with local, state, and federal regulations, including health, safety, environmental, and accessibility standards (e.g., OSHA, building codes).
- **Inspections and quality control:** Conduct and document regular inspections of the building, grounds, and equipment to identify maintenance needs, potential risks, and quality issues.
- **Emergency response**: Develop and implement emergency preparedness and business continuity plans and respond promptly to emergencies or service interruptions.
- **Project management**: Oversee and coordinate facility improvement projects, renovations, and office relocations, ensuring they are completed on time and within budget.
- **Reporting:** Prepare and present reports to Board of Directors Facilities Committee on maintenance, safety, budgets, and overall facility performance.
- **Manage Facility Rentals:** Schedule and manage contracts for facility rentals during off business hours, open and close facility when rented by outside parties, assist renters with arranging tables and chairs and carry out any other requests to accommodate the event, oversee the return of tables and chairs to original place after the event, serve as security and an information source through the rental event.
- **Security:** Coordinate with Front Desk Receptionists to ensure building is properly opened by 8:00 am, closed and secured by 4:00 pm Monday – Friday.
- *Abide by all personnel policies and guidelines, including all matters of confidentiality, ethical communication, and safety and risk management set forth by the Executive Director and the Eppson Center's Board of Directors*

RELATIONSHIPS

Supervised by the Executive Director and Board of Directors Facilities Committee Chair.

BENEFITS

Wyoming Retirement Benefit
Delta Dental Employee Coverage
VSP Vision Employee Coverage
Paid Time Off & Select Holidays

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