

Building Manager Job Description

Volunteer position

Term: 1 year (renewable)

The Building Manager is the point person to everything related to maintenance of the building and grounds and safety and security of the UU Center. S/he has general tasks, but the President or his/her designee can ask him/her to do or supervise special tasks. The Building Manager is accountable to the President or his/her designee. Any person or committee who has an assignment for the Building Manager other than the ones listed below needs to get the approval of the President or his/her designee. The BM may authorize repairs and services up to \$500 per incidence without board approval.

Maintenance:

1. The BM makes sure that the facility is clean at all times. S/he will contact the paid cleaner or other assigned volunteers or the person in charge of a team if the rooms have not been left clean.
2. The BM will check the furnaces, air conditioners, appliances, bathroom fixtures and sprinklers regularly and contact professional repair people or volunteers with special skills in case repairs need to be made.
3. The BM will set up a spring and fall clean up party to do special cleaning tasks (i.e. washing windows, steam cleaning rugs) and grounds (remove leaves, pull weeds, plant bulbs, new shrubs).
4. She/he will supervise projects (i.e. cleaning, organizing, putting shelves or furniture together). She/he is not expected to do these tasks himself/herself.
5. In the summer, s/he will check the grounds and let the ground's committee know what needs to be done.
6. The BM hires people to take care of the lawn, remove snow from the walkways and clean the building and signs their contracts.

Safety and Security:

1. The BM will check doors (change code if needed), smoke alarms (replace batteries), and Exit signs (replace bulbs)
2. She/he will contact Central Fire Protection for annual fire extinguisher inspection.
3. She/he will arrange state lift inspection for certification and maintenance lift inspection.
4. In the winter, she/he will assure that before the service snow or ice in front of the entrance (Wisconsin side) is removed and salt scattered if needed.