Job Posting

**Job Title:** Facilities Manager  
**Job Category:** Competitive  
**Location:** WBGO JAZZ RADIO  
**Position Type:** Full-Time  
**Level/Salary Range:** $48,000.00 - $60,000.00  
**Posting Period:** 09/23 – 09/30/2022  
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### Job Description

**WBGO-88.3FM/Newark Public Radio**

WBGO is a global leader of music and spoken word broadcasting. We endeavor to inspire, educate and entertain by creating and distributing a variety of curated audio and video content of the highest quality, connecting our followers around the world to the legacy and vibrancy of American culture, via jazz, rhythm and blues and community-based, independent news and spoken word programming.

WBGO reaches upwards of 300,000 radio listeners in the New York/New Jersey metro area via 88.3FM. Our website – WBGO.org - and various social media platforms- reach hundreds of thousands more worldwide, via our digital content catalog, including our nationally syndicated program Jazz Night in America and various podcasts produced by WBGO Studios. Since 1979, WBGO has been an anchor institution for community engagement through our partnerships, concerts, academic and philanthropic initiatives from our base of operations in Newark, New Jersey.

**Position Overview**

Reporting directly to the Chief Human Resources Officer, the Facilities Manager maintains and oversees the station’s physical plant to ensure that the work environment is clean, safe and functional. The incumbent’s overall duties include negotiating service contracts with third party vendors, inspecting the station to ensure that protocols are in place to meet safety regulations, as well as coordinating renovations and updates.

**Roles and Responsibilities**

- Supervises the cleaning and maintenance of the station that is performed by outside vendors.
- Performs routine maintenance and makes repairs as needed
- Schedules routine inspections and emergency repairs with outside vendors
- Ensures proper security measures for the station, to include collaborating with security system vendors or a team of security professionals
- Maintains the day-to-day operation of the facility, completing maintenance orders
- Creates reports on maintenance, repairs, safety and other occurrences for managers/supervisors and other relevant staff
- Prepares station for any changing weather conditions
- Collaborates with the Chief Human Resources and the Chief Financial Officers on budgeting and strategic planning for the facility
Qualification & Skills

- Very perceptive of surroundings and can identify the aspects of the station’s facility that require immediate attention and servicing
- Listens to the needs of the station’s occupants and completes their service requests with their comfort and convenience in mind.
- Maintains a strong sense of urgency, taking the initiative to expeditiously resolve issues
- Demonstrates excellence in supervising outside vendors and scheduling multiple types of services according to the station’s operational budget

Education & Experience

- High School Diploma/GED with a minimum of 10 years of facilities management experience. Prior leadership experience is also preferred.
- Excellent communications and interpersonal skills are a must.
- Ability to work as an efficient and effective team member with all levels of the employee population
- Keen attention to detail and advanced problem-solving skills
- Adept at time management with fully developed organization and prioritization skills

Commitment to Diversity, Equity & Inclusion

WBGO welcomes all ethnicities, races, gender identifications, ages, sexual orientations, ableness, languages, nationalities, and religions. This multiplicity supports our effort to create a healthy and thriving workplace where we all contribute to an invaluable and indelible service for our constituency. Embodying the spirit of diversity, equity and inclusion is a core value for WBGO, as a champion of music discovery, independent, fact-based news reporting, intelligent discourse, the African American experience, and as a steadfast advocate for the communities in which we live and work.

At WBGO, our goal is to provide and maintain a work environment that fosters diversity, inclusion, mutual respect, professionalism and cooperation. Newark Public Radio is an equal opportunity employer that does not discriminate on the basis of race, creed, color, religion, national origin, ancestry, age, disability or handicap, sex, gender identity, marital status, sexual orientation or any other characteristic protected by applicable federal, state or local laws.