

GREENRISE FACILITIES MANAGER

Reports to Property Manager



SUMMARY OF POSITION:

Ensures optimal functioning of building systems including mechanical, electrical, fire/life safety, and elevators and building envelope. Oversee contractors for facility renovation project.

Position requires familiarity with a variety of building concepts, practices, and procedures; experience and judgment to plan and accomplish goals; ability to perform variety of tasks; and direct the work of others. A wide degree of creativity and latitude is expected.

BUILDING PROFILE:

[The Institute of Cultural Affairs](#) (ICA)'s *GreenRise* is a Chicago Landmarked building and a contributing structure to the Uptown Historic District. ICA's *GreenRise* was the first non-profit owned building to participate in the Mayor's Retrofit Chicago program. In 2016, we were acknowledged as a member of the Mayor's Leadership Circle for decreasing our energy consumption by 23% in 4 years. The ICA *GreenRise* has Chicago's second largest roof-top solar array with 150 kw from 485 photovoltaic panels which generates 25% of the building's electricity.

ICA intends to restore the *GreenRise* to its original condition where possible, and do a complete renovation of the infrastructure with new energy efficient systems (including plumbing, innovations in HVAC and new boilers), terra cotta façade repair, finishes, floor and ceilings in places, painting existing finishes and restoring specifically, the first floor lobby and all seven elevator lobbies.

ICA is positioning the *GreenRise* as a Sustainability Learning Center and a national demonstration on how to accomplish historic renovation and innovative energy efficiency of vintage buildings. This historic restoration will assure the building's own sustainability for decades as a community anchor for vital services to vulnerable populations in Uptown and Chicago's Northside.

ica-usa.org/greenrise

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Manage preventative maintenance of facility equipment, including HVAC and boilers
- Advise Property Manager on innovative mechanical systems for improvements
- Plan budgets and schedule facility modifications, including soliciting cost estimates
- Manage outside contractors
- Manage Tenants' space buildouts
- Inspect construction and installation progress of projects
- Monitors solar performance
- Track and schedule all inspections and reporting
- Locating and ordering equipment and supplies
- Liaison to Mayor's Retrofit Chicago Engineers Roundtable
- Liaison to Uptown CAPs

JOB SKILLS

Analytical Skills: Must be able to look at an array of diverse information and make decisions based on needs and budget concerns.

Communication: Must be able to discuss issues and solutions with other employees, and work with management to make sure the job gets done. Being able to clearly explain what needs to be done will be necessary.

Attention to Detail: Quality control is a large part of this position. Making sure cleaning, upkeep and safety standards are maintained, or efficiencies are discovered, is key.

REQUIREMENTS

- 3+ years' experience in facilities management position
- Able to read and understand complex electrical, mechanical and automation systems
- Working knowledge of electrical, mechanical and HVAC systems
- Demonstrated leadership skills
- Great verbal and written communication skills
- Excellent project management skills

EDUCATION

- High school diploma or equivalent required
- Bachelor's degree in engineering preferred

CONTACT:

Resumes should be sent to Lesley Showers, Property Manager, at lshowers@ica-usa.org
No phone calls.