PROJECT ROW HOUSES (PRH)
Facilities Coordinator

The Facilities Manager has an important role in the successful functioning of Project Row Houses which includes 39 properties situated on approximately five city blocks in Houston’s Historic Third Ward. The Facilities Manager ensures all systems are maintained, creating a safe and secure environment, and that the site’s appearance reflects the care we take in presenting all aspects of the organization’s programs and exhibitions. The position is responsible for effective and efficient monitoring and operation of the site including all HVAC, plumbing, electrical and mechanical systems. The position will articulate the mission of the organization and see that operational activities and environments represent the organization’s mission and institutional values. The Facilities Manager will work with PRH Leadership staff to coordinate and evaluate organization operations, policies, procedures and to ensure proper maintenance and safety procedures are implemented to safeguard staff, visitors and PRH property. The Facilities Manager is also responsible for supporting all PRH’s programming and events including set-up and breakdown.

PRH is a neighborhood-based non-profit art and cultural organization in Houston’s Northern Third Ward, one of the city’s oldest African-American communities. With a mission to transform community through the celebration of art and African-American history and culture, PRH has established programs that encompass arts and culture, neighborhood revitalization, low-income housing, education, historic preservation and community service.

RESPONSIBILITIES INCLUDE:

- Monitor, maintain and ensure the optimal health and function of each property including HVAC, plumbing, electrical and mechanical systems.
- Provide facility maintenance and repair on both an as needed and regularly scheduled basis throughout the site’s owned facilities by conducting regular inspections of buildings and grounds making recommendations for improvements and repairs.
- Respond to emergencies and unforeseen incidents.
- Support the demands of all PRH related programming, community engagement and community enrichment activities.
- Schedule site visits for the Eldorado Ballroom, programming and special events,
- Ensure the working order of all equipment fixed and portable—lighting, plumbing, electrical, audio-visual.
- Assist with managing a diverse groups of volunteers for maintenance and repair tasks.
- Establish and maintain good working relationships with outside vendors and the public.
- Assist with opening and closing of organization properties as needed.
• Respond to and complete work orders in a timely fashion.
• Making pick-ups and deliveries as needed for maintenance, office and housekeeping supplies.
• Coordinating the set up and break down of all rental spaces for events.
• Adhering to the preventive maintenance schedule provided by the Facilities Director.
• Support and attend all staff required events, such as staff and department meeting, community engagement activities, galas and all other seasonal events.
• Be available on call and after hours to assist with emergencies as needed.
• Perform other duties as assigned.

QUALIFICATIONS:

This position requires strong organizational skills and thoroughness in project and time management as well as a high level of discretion and confidentiality. The successful candidates will demonstrate the following:

• Ability to work in both interior and exterior temperatures and conditions. Some of the requirements of the position can be performed in normal office conditions.
• Combination of experience and/or formal training in HVAC and Mechanical, Electrical and Plumbing systems and overall facility maintenance.
• Working knowledge of plumbing, carpentry, electrical, safety procedures, and cleaning supplies/equipment.
• Effective and excellent communication, written and verbal, and interpersonal skills.
• Demonstrated ability to plan, prioritize and problem solve effectively.
• Ability to balance, bend, climb, crouch, reach, stand, sit and twist.
• Must have the finger dexterity to operate mechanical and office equipment as well as power tools as necessary.
• Must be able to lift/move up to 70 lbs.
• Must exhibit mobility in order to monitor and maintain systems organizations wide and to the meet the daily demands
• Must provide a high level of security in a manner reflecting a commitment to the organizations mission and values.
• Ability to work both independently and with a diverse group of staff, volunteers, vendors, as well as the general public.
• Willingness to proactively seek additional training and certification as needed.
• Passion for the mission, vision and values of Project Row Houses.