



10 College Park  
Davis, CA 95616  
internationalhousedavis.org  
530-753-5007

<b>Job Title</b>	Building Manager
<b>Reports to</b>	Director of Operations

**Status:** Exempt, full time      **Pay:** \$55,000 - \$58,000/year, depending on experience  
**Location:** Davis, CA      **Schedule:** Variable schedule including nights and weekends  
**Benefits:** medical and vision insurance, paid holidays, vacation, and sick leave.

### About International House Davis

International House Davis (I-House Davis) is a non-profit organization that connects people, experiences, and perspectives within a global framework. Our programs, classes, services, and events provide opportunities to learn about and experience cultures from around the world, while building connections within our diverse local community.

I-House brings individuals and communities together to explore the global issues of our time and to celebrate culture through talks, workshops, seminars, lectures, and events. We operate from a lens of equity, inclusion, access, and diversity – striving to be at the forefront of conversations around social justice, climate change, and many other issues of global importance.

I-House resides in a historic building at 10 College Park in Davis, a perfect location right between UC Davis, a world-renowned university, and the growing city of Davis. Our work is rooted in our distinctive space, and through committed collaborative efforts, in the communities where we live and serve.

### Job Purpose

The Building Manager is primarily responsible for facility oversight and maintenance, as well as scheduling short-term facility rentals in a multi-use building. In addition to general building and grounds upkeep, the Building Manager will serve as the main point of contact for vendors and renters. Under the supervision of the Director of Operations, the Building Manager will exercise a high degree of independent judgement to carry out responsibilities within established guidelines, procedures, and policies, and will work with the Director of Operations to ensure that policies and procedures for facility use are current and aligned with the I-House mission and vision. Weekend and evening availability is required.

### Duties and Responsibilities

#### Facility Management

- Maintain a safe, clean, welcoming environment for staff, renters, and visitors.
- Manage and oversee the operations and maintenance of the building, building systems, and equipment.
- With staff and I-House board, develop and manage a long-term facilities plan that includes necessary replacements and upgrades

- With the Director of Operations, develop, manage, and maintain an annual budget for building management and maintenance.
- Perform general building maintenance such as painting and handy-person work.
- Coordinate and oversee larger repair or renovation projects as needed.
- Maintain and manage vendor relationships; track and manage scheduled services such as janitorial, HVAC maintenance, and alarm system maintenance.
- Ensure I-House facilities are in compliance with applicable policies, regulations, and building codes.
- Regularly assess I-House facilities and maintenance needs, provide reports and recommendations as needed.
- Some on-call responsibilities for maintenance and other facility emergencies. Must be able to respond and reach I-House within 20 minutes when on-call.

### **Facility Rentals and Event Set Up**

- Manage facility rentals for events such as parties, lectures, and meetings.
- Prepare for and clean up after events, including arranging tables and chairs, ensuring spaces are clean and ready, bathrooms have necessary supplies, etc.
- Staff events when necessary.
- Positively engage visitors and rental clients by responding to inquiries, providing organizational and event information, and scheduling rental events.
- Evaluate overall facility/rental experience. Identify areas for facility and rental experience improvement, and initiate efforts to improve facility offerings.

### **General Duties**

- Prepare and carry out emergency protocols and procedures.
- Ensure event, visitor, and facility data is entered into our database in a consistent and timely fashion.
- Maintain detailed building maintenance records.
- Provide effective customer service in-person, over the phone, and via email.
- Other duties as assigned.

### **Qualifications and Requirements**

- At least 3 years of experience in building maintenance and management
- Strong critical thinking, problem-solving, and project management skills
- Meticulous attention to detail
- Excellent written, verbal, and interpersonal communication skills
- Strong teamwork orientation; able to work well with diverse staff, clients, and patrons
- Accuracy and integrity in handling financial transactions and large sums of money
- Comfortable operating PC computer systems and software, telephones, and office equipment
- Ability to lift and carry 35 pounds
- Weekend and evening availability
- English proficiency is required
- Must be able to respond and reach I-House within 20 minutes when on-call.



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## How to Apply

**To apply, please send the following to [jobs@ihousedavis.org](mailto:jobs@ihousedavis.org):**

Together with your resume, please forward a 1-page cover letter (250 words maximum) that includes your responses to the following questions:

1. How do you relate to International House Davis's mission (found on our [website](#))?
2. What interests you most about this position?
3. How would your skills and experiences (personal and professional) translate into success in this position?
4. How did you hear about this position? (*optional - will help us evaluate our outreach efforts*)

**\*\*Please include "Building Manager" in the email subject.**

### **Employment Equity**

International House Davis is an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race or ethnicity, religion, color, national origin, sex (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, political views or activity, or other applicable legally protected characteristics.

We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers, and encourage applications from candidates with lived experiences as members of historically underrepresented communities.