



Findlay Market District Facility Manager Position Description November 2018

Overview of Findlay Market District Facility Manager (FM)

The FM will have a normal schedule of Monday-Friday. Performance will be reviewed on an annual basis and will primarily be based on performance of the facilities under management in the Findlay Market District (inclusive of Findlay Market, Findlay Kitchen, Social OTR, CFFM managed properties and all properties participating in 3rd Party CAM). The FM will report to the Director, Finance and Operations, and will be responsible for coordinating all maintenance and projects for the facilities under management.

Facility Manager Role Description

Findlay Market is Ohio's longest running public market and an historic landmark. Key to its current and future success is the **care and protection of the historic market house and its surrounding property**. In addition, **the Corporation for Findlay Market moving towards operational financial independence** is important as external financial pressures for public dollars increases. These are two of the key objectives of the Corporation for Findlay Market's strategic plan, for which the Manager will be specifically working towards.

The most significant risk to CFFM and Findlay Market is the current operational funds provided by the city. These funds are subject to financial crunches and political whims. We need to aggressively look for opportunities to leverage current assets to generate more earned revenue (Rent, Parking, ATM Fees).

The market house is a unique asset and a very challenging property to manage. As equipment ages, which was installed during the market house renovation, we need to determine the best way to manage and replace. The plumbing, electric and HVAC are getting old, and of critical importance is the aging refrigeration throughout the market.

Findlay Kitchen is a new facility but is also a very active environment. We need to plan for regular routine maintenance, cost savings, and plan for equipment replacement as the facility and the equipment age. As new facilities come under management (such as Social OTR), the FPC will assist with planning for routine scheduled maintenance and support of capital projects for that facility.

Across all facilities, the FM will be responsible for ensuring regular maintenance and safe/clean efforts are delivered as best in class service.

General Description:

The FM's success will be measured in part by the following goals:



- CFFM will develop a robust capital needs plan with the city
- Create Plan for replacement of aging significant infrastructure
- CFFM will identify 3 new earned revenue streams generating at least \$20,000 each

Principal Duties & Responsibilities (across Findlay Market, Findlay Kitchen and surrounding buildings, Social OTR noted where applicable):

- Facility Management
 - Compost and Waste Management – Ensure FPC coordinates all reporting needs for our trash services. Responsible for the services provided by our Facility Maintenance Associates.
 - Security - Serve in the escalation path (but not primary) for alarms.
 - Purchasing – Manage and coordinate ordering of janitorial supplies, propane, project materials, uniforms with the Facility Operations Associate.
 - 3rd Party Contractors – Own relationships with 3rd party vendors for projects and routine maintenance contracts (including support for Social OTR).
 - Develop Technical Skills – Define need for specific skills (HVAC, Electric, Plumbing, etc) that can reduce the need for 3rd party contractors, and potentially offer selected fee-based services to vendors.
 - Special / Planned Projects – work with Findlay Market District Facility Project Coordinator to coordinate necessary resources to implement special projects (chair painting/repair, flower box planting, neighborhood planting/beautification projects, etc).
 - Parking – Own the repair/maintenance of the parking lots to ensure quality experience. Work directly with parking manager to ensure proper operation of pay stations, monthly pass lot usage, etc.
 - Staff Levels and Coordination – Ensure input from the Facility Coordinators and Project Coordinator are being considered in the scheduling completed by the Findlay Operations Associate. Provide oversight of the required staffing levels and schedules to perform all required facility support. Coordinate hiring and firing of staff members. Approve and coordinate PTO Requests.
- Planned Capital Projects
 - Project Coordination – Own and provide oversight to projects from planning through implementation, including bid process, selection of vendors and coordination of Findlay Market staff and 3rd party contractors to implement planned capital improvement projects. Provides initial approval and final signoff on bids and payment for all planned Capital Projects.
 - Long Term Planning – Direct the planning, estimation and execution for long-term capital needs. Provide planning documents to Director, Finance and Operations for coordination with the City of Cincinnati.
 - Merchant Move In/Out and Upgrades – Oversee the execution of planned projects for merchant modifications to stalls.
- Emergency Capital and Maintenance Projects



- Approval of Emergency Projects – Direct the Facility Project Coordinator to take action on emergency projects.
- Financial Management
 - Budget Ownership – Collect input from the facility coordinators and project coordinator to define facility and capital budgets and provide to Director, Finance and Operations for inclusion in the overall budget. Own the delivery of on-time, on-budget of all facility budget operations.
 - Utilities – Review of utility bills to identify potential issues with facilities not operating efficiently (jumps in gas, electric, water usage).
- Financial Sustainability
 - New Project Development – Responsible for identifying and presenting new projects that may result in additional earned revenue, or reduction in operational costs for the market.
 - New Project Support – Serve as liaison to other CFFM staff in planning for the maintenance and support costs associated with new projects.

Values, Skills, Knowledge and Abilities:

- Knowledge of organizational & management practices and budgeting & accounting principles
- Demonstrated ability to recruit, train and manage and supervise a staff team
- Skill and experience in program development and execution, coordinating activities, evaluating data and establishing priorities
- Demonstrated ability to work in a proactively diverse and inclusive organization
- Excellent, proven interpersonal, verbal and written communication skills
- Effective problem-solving and mediation skills
- Demonstrated ability to share skills and knowledge with others
- Proficiency with office computer equipment and software
- Demonstrated ability to multi-task and work in a fast-paced environment
- Proven ability to cope with conflict, stress and crisis situations
- Continual on the job learning is required
- Must be able to work some non-traditional hours, including evening and weekends

Application information

- Deadline to apply is Friday, November 30, 2018
- Applicants should send their resume and cover letter to: info@findlaymarket.org
- For questions, please email info@findlaymarket.org or call 513-744-8003



The Corporation for Findlay Market is an equal opportunity employer.