



General Services Manager

*****Job Announcement*****

The Fresno Regional Workforce Development Board (FRWDB) is a Joint Powers Authority between the City and County of Fresno, with a business-led model to help local organizations meet their workforce needs. We are currently seeking a General Services Manager. Here's what you'll be doing:

Duties include, but are not limited to:

- Ensures that the FRWDB and FAWIC facilities, equipment, and supplies are managed in compliance with state and federal requirements including maintaining inventory disposition, policies and procedures, and reporting loss and/or damage to appropriate stakeholders and authorities.
- Procures facility supplies and furniture, facilities services and equipment, in compliance with federal and state regulations.
- Responsible for all warehouse and storage units for storing off-site files, furniture, and equipment.
- Reviews and manages maintenance agreements; ensures that the requirements of agreements are met.
- Manages construction projects and site relocation for FAWIC and the One-Stop sites.
- Serves as the FAWIC Safety Officer and develops safety procedures, in partnership with Human Resources, to train staff and respond to workplace accidents to submit necessary paperwork to the Worker's Compensation provider.
- Supervises and manages General Services staff to ensure the successful completion of projects and support requests.
- Works with the Deputy Director to develop and manage General Services budgets for FRWDB and FAWIC.

Qualifications:

- Four-year college degree or four years of professional experience in a similar capacity.
- Extensive knowledge of vendor contracts.
- Experience and understanding of facility systems.
- Ability to read, analyze, and interpret business documents proficiently.
- Proficient in Microsoft Office products and MS Visio and Project. Experience using Computer Aided Design software.
- Valid CA Driver License

Excellent benefits package, including 100% paid health and Life insurance for the employee, 80% paid health for dependents. Paid vacation and company paid retirement plan with a 7% company contribution, educational tuition assistance program, and competitive salary DOE in the range of \$67,600 to \$78,252.

Apply online through Sierra HR Partners.

Make telephone inquiries by calling 559.431.8090

An Equal Opportunity Employer