



Facilities Maintenance Superintendent

Full Position Description

A key member of the Stanley Center team, the facilities maintenance superintendent supports the physical property and equipment at our Muscatine, Iowa, headquarters. The center is constructing a new home that will become one of the most ecologically sustainable office buildings in the world. The building will promote equity, health, and the well-being of the people who occupy it and is designed to improve the local environment.

The facilities maintenance superintendent is a part of the administration team, reporting to the director of finance.

Primary Responsibilities

The facilities maintenance superintendent will be expected to:

- Participate in biweekly meetings with contractor and architects during construction of the new headquarters.
- Assist with negotiation of maintenance contracts of physical property and equipment.
- Monitor the work of contractors performing service on physical property and equipment, including lawn care and snow removal, and manage relationships with and monitor the work of solar partners and mechanical contractors, including HVAC.
- Oversee daily cleaning services.
- Maintain and administer security equipment as well as respond to security alarms.
- Maintain the building, including its plumbing, mechanical, electrical, carpentry, HVAC, and other such functions.
- Monitor the HVAC computer software system and troubleshoot HVAC systems.
- Monitor and maintain rooftop solar array.
- Perform monthly preventative maintenance schedules such as filter changes and keep records of maintenance schedules and inventory of related supplies.
- Track requirements of the Living Building Challenge to be sure building metrics are meeting or exceeding compliance measures.
- Evaluate cleaning supplies and other purchases for compliance with the Living Building Challenge red list.
- Recommend safety procedures, including evacuation routes, proper storage of chemicals, and compliance with MSDS information.

Team Contribution: Because the Stanley Center values teamwork and collaboration, we expect the facilities maintenance superintendent to:

- Use open, respectful, and inclusive communication. Communicate needs and expectations early and often. Practice the art of humble inquiry.
- Meet deadlines agreed on with others. Communicate with those affected as soon as it is known or suspected that a deadline is in jeopardy of not being met.
- Confront difficult situations early. Call out, as close to the moment as possible, statements and behaviors that seem contrary to the kind of workplace we want to create.

- Celebrate success and show appreciation to others who contributed to the success.
- Keep an open mind and be willing to hear others' ideas. Be willing to learn, including from others' past relevant experiences, and consider different approaches to achieving success or excellence. Brainstorm, problem solve, and share information within and across departments.
- Use a "we" instead of a "me" approach to work every day.

As part of the larger staff team, the facilities maintenance superintendent contributes to internal reporting mechanisms, meetings, and processes/procedures as requested. The facilities maintenance superintendent may be part of organizational committees or other groups focused on tasks outside of their primary responsibilities.

Qualifications

The ideal candidate will possess:

- Knowledge of industrial or commercial building maintenance. (An associate's degree in a related discipline is desirable.)
- Practical experience in facilities maintenance and a demonstrated familiarity with a variety of equipment and systems and ability to accurately read blueprints.
- Excellent communication and active listening skills, including the ability to present your own ideas and other information effectively and to provide and accept appropriate feedback.
- Demonstrated organizational skills, including the ability to track details and manage multidirectional information flows across multiple ongoing activities and to set goals for, plan, schedule, and organize work in a way that allows for a high level of quality productivity.
- Strong problem-solving and analytical skills, including the ability to connect larger ideas with their practical application.
- Demonstrated collaborative skills on behalf of shared goals in a team setting, including the ability to establish trust and maintain openness/transparency with others across the organization and adopt work habits that contribute to a positive work environment.
- Familiarity with basic OSHA rules and regulations.
- Project management experience, including a proven capacity to set goals and meet deadlines and schedules.
- A working knowledge of Microsoft Office.

Location

This position is located at the Stanley Center office in [Muscatine, Iowa](#), a unique community of 23,000 people with affordable housing and a variety of recreational opportunities on the Mississippi River. [From its founding](#) in 1956, the center has been intentionally based in Muscatine. Our location provides a valuable vantage point from which to conduct global operations while also continuing the Stanley family's commitment to fostering inclusive dialogue, celebrating diverse perspectives, and promoting equity locally. We are currently renovating the former public library to be our new home, transforming the space into one of the most environmentally friendly and ecologically sustainable buildings in the world, with plans to move in fall 2022.

Within commuting distance of Muscatine are [Iowa City](#) (population 70,000) and the [Quad Cities area](#), comprising Davenport and Bettendorf, Iowa, and Moline and Rock Island, Illinois, with a combined population of about 350,000.

While on-site work at the center's office in Muscatine is mandatory, we offer flexible work hours and allow some remote work each week.

Application Directions

Only complete applications will be considered. A complete application consists of a letter of interest and résumé. Please send to:

Debra Hughes
Human Resources Generalist
Stanley Center for Peace and Security 209
Iowa Avenue
Muscatine, IA 52761
Phone: 563-264-6865
E-mail: careers@stanleycenter.org

Deadline for application: This position will remain open until filled.

The Stanley Center is an equal opportunity employer; people of color, people with disabilities, and LGBTQ candidates are strongly encouraged to apply. We are committed to building a team that represents a variety of backgrounds, cultures, and experiences, knowing that diverse perspectives lead to new and better ideas. We cultivate an organizational culture that reflects our vision for freedom, justice, and dignity for all people—one that is antiracist and in which all employees are valued and respected.

For more information about working at the Stanley Center and applying for this position, please visit our [Careers](#) page and read our [Career FAQs](#).