



# TRIANGLE FRATERNITY

Engineers | Architects | Scientists

## Facilities Manager

### Purpose

The Penn State Chapter of Triangle Fraternity is legally required to have a Board of Directors acting as stewards for the organization. The Facilities Manager is the elected person who oversees the physical building, property, and its operations.

### Summary

The Facilities Manager (FM) is essential because he is in charge of ensuring that the physical building and property is safe, operational, and in a desirable condition at all times. The FM is mostly an advisory position, wherein the FM will facilitate communications between the undergraduate body, the alumni Board of Directors, and contractors/property managers. The FM is not required to have “handyman” skills, however a basic knowledge would be beneficial. It is neither required nor necessary for the FM to live in the proximity of the Chapter House, however it would be beneficial to be able to travel to the house as needed and to periodically visit the property in person. Most on-site work can be coordinated with liaisons. Guidance will be provided and offered from the previous FM.

### Qualifications

- Term Length: 2 years
- Time Requirement: 5 - 10 hours per month, varies with projects & current events.
- Voluntary expenses may be required for travel and more, especially to the house
- Ability to pivot focus and work towards a new goal - with respect to the state and operations of the building and property
- Ability to coordinate with the Board, Undergraduates, contractors, property managers, and inspectors
- Ability to work well with Undergraduates
- Ability to provide and check material estimates for projects is beneficial

### Responsibilities

- Advise the Undergraduate body on repairs and maintenance
- Keep records of maintenance, projects, inspections, and remediations
- Coordinate with contractors and facility managers to oversee projects, procure estimates/bids/contracts
- Provide direction for capital improvement projects, major repairs, and upgrades

