

STARRY, Inc.
Position Description
PRN Facilities Manager

POSITION ASSIGNMENT

Position Title: Facilities Manager

Company: STARRY

Status: PRN as needed

Department: Operations

Reports To: Senior Director of Business Administration

Location: Remote with routine travel in Texas to STARRY offices

STARRY Vision: We envision a Texas where every child has a healthy, forever family.

STARRY Mission: We nurture children, strengthen families, and restore hope through counseling, fatherhood and family preservation services.

STARRY Core Values

S Service	World-class service is our passion.
T Together	We are stronger together.
A Access	Everyone is welcome here.
R Responsibility	Shared ownership produces successful outcomes.
R Relationships	Healing happens when people feel safe, secure and loved.
Y You	Our clients, community, stakeholders and staff are our priority.

POSITION SUMMARY

The Facilities Manager is responsible for overseeing the maintenance, operations, and safety of STARRY's physical facilities, as well as managing the organization's satellite locations. This role requires a strong understanding of building systems, a commitment to safety, sustainability, and the ability to manage multiple projects and locations. The Facilities Manager will also be responsible for the oversight of keys, security, and access control to ensure smooth operations across all facilities.

KEY RESPONSIBILITIES

- **Property Inspections:**
 - Conduct regular inspections of all properties to assess condition, identify maintenance needs, and ensure compliance with safety, health, and environmental regulations.
- **Maintenance Management:**
 - Oversee all aspects of maintenance, including scheduling repairs, coordinating with contractors, ensuring quality of work, and managing maintenance budgets to stay within financial guidelines.
- **Water Delivery & Maintenance:**
 - Oversee water delivery services, ensuring timely delivery, quality control, and maintaining water systems within the facility.
 - Coordinate the maintenance of water coolers or dispensers and ensure water delivery schedules align with organizational needs.

- **Safety Management:**
 - Develop, implement, and enforce safety protocols, ensuring that all facilities comply with OSHA and other safety regulations.
 - Regularly assess risks and work to prevent accidents or incidents.
- **Pre-Lease Property Reviews:**
 - Review potential lease properties, evaluate their suitability, and identify necessary improvements or modifications to meet organizational needs.
- **Property Assessments:**
 - Assess current properties for long-term viability, including evaluating functionality, condition, and potential costs for repairs or improvements.
 - Propose cost-effective solutions to enhance facility use.
- **Disaster Preparedness and Drills:**
 - Plan and conduct regular disaster drills (e.g., fire, earthquake, emergency evacuations) to ensure that staff are prepared, and safety procedures are up to date.
- **Tech Deliveries, Disposals, and Setups:**
 - Manage the delivery, setup, and disposal of technology equipment, ensuring that all setups meet operational requirements and sustainability goals.
- **Handywork & Minor Repairs:**
 - Perform minor repairs (e.g., plumbing, electrical, carpentry) as needed to ensure the functionality and safety of the facility.
- **Vendor Management:**
 - Source, evaluate, and manage relationships with contractors and vendors for services such as cleaning, landscaping, security, and more.
 - Negotiate contracts and ensure quality and timely delivery of services.
- **Sustainability Initiatives:**
 - Develop and implement environmentally sustainable practices, including energy-efficient systems, waste reduction, and green building certifications, to reduce the organization's environmental impact.
- **Budgeting & Cost Control:**
 - Prepare and manage facility-related budgets, ensuring the efficient allocation of resources for repairs, maintenance, and improvements.
 - Seek cost-effective solutions while maintaining quality.
- **Emergency Response Planning:**
 - Maintain up-to-date emergency response plans, and ensure staff are trained on emergency procedures, including evacuation plans, fire drills, and first aid.
- **Space Planning and Optimization:**
 - Coordinate with leadership to optimize office space and facility layout to ensure a productive, safe, and collaborative environment for staff and clients.
- **Key Management:**
 - Manage and oversee all keys and access control systems for all facilities, ensuring proper distribution, tracking, and security of keys.
 - Maintain a log of all issued keys and facilitate key replacement or reprogramming as needed.
- **Satellite Location Management:**
 - Oversee the facilities and operations of all satellite locations, ensuring they are maintained to the same standards as the primary site.

- Coordinate logistics, repairs, safety protocols, and vendor services for satellite sites to ensure their functionality and alignment with the organization's needs.
- **Community Partnerships:**
 - Build and maintain relationships with community partners, local businesses, and government agencies to share resources, collaborate on facility-related projects, and support sustainability initiatives.

QUALIFICATIONS

- Minimum of 5 years of experience in facilities management or a related field.
- CPR, First Aid, or other emergency response certifications preferred.
- Strong knowledge of building systems (HVAC, electrical, plumbing), maintenance practices, and troubleshooting techniques.
- Experience with managing water delivery systems, including coordinating deliveries and overseeing maintenance of water dispensers or filtration systems.
- Knowledge and experience with key management systems, access control, and security procedures.
- Experience managing multiple locations, including remote or satellite facilities.
- Familiarity with safety regulations, OSHA guidelines, and compliance standards.
- Proven ability to handle multiple projects simultaneously and meet deadlines.
- Excellent organizational, problem-solving, and communication skills.
- Strong attention to detail and ability to prioritize tasks in a dynamic, fast-paced environment.
- Proficiency in facilities management software or maintenance tracking systems.
- Ability to perform basic repairs and coordinate larger maintenance projects.
- Passion for the nonprofit mission and a strong commitment to social impact and community well-being.
- Knowledge of sustainability practices and green building certifications (e.g., LEED) is a plus.
- Experience with space planning and facility design is preferred.

PHYSICAL REQUIREMENTS

- Remote position with standard business hours; weekend and evening hours may be needed to accommodate agency needs.
- Routine travel within Texas to STARRY offices.
- Must reside in Texas.
- Ability to lift up to 50 lbs.
- Ability to perform site inspections, including walking, climbing stairs, and inspecting building systems.

WORKS COOPERATIVELY WITH:

(1) All STARRY staff; (2) External STARRY vendors; (3) Operations (3) Leadership

ACCOUNTABILITIES

Reports to: Senior Director of Business Administration

I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. I have reviewed the job description for the position of Facilities Manager and can perform the essential functions required. I have received a copy for my records.

Received by:

Signature

Date

Print Name