



Reading Terminal Market Corporation

1136 Arch Street Suite 400

Philadelphia, PA 19107

## About The Job

**Position:** Facilities Manager (Full Time; Exempt)

**Property:** Reading Terminal Market Corporation

**Reports to:** Assistant General Manager > CEO/General Manager

### Company Description

Reading Terminal Market Corporation is a 501c3 entity, with a Mission which includes bringing fresh food to Philadelphia, maintain our National Historic Landmark Building and provide a safe enjoyable public space for our merchants and our over 5 million annual shoppers. If you're ready to be a part of our team, we encourage you to apply.

### Job Description

The Facilities Manager serves as the main on-site operations manager, partnering with the Assistant General Manager for the cost-effective operation, maintenance, and long-term preservation of the physical assets of the property. The Facilities Manager primarily manages physical operations, coordinates construction on site, enforces safety & health principles, oversees contracted services, and manages projects on-site.

### Responsibilities

- Enforce policies and procedures to ensure employees operate a safe, clean, well maintained property providing guests with a positive shopping experience
- Facilitate oversight of all physical assets to ensure they are maintained properly and meet required standards in an economically efficient manner
- Manage the organization's work order system to efficiently assign work orders to be completed by employees in a way that drives employee accountability and productivity



- Prepares and manages multi-year ordinary capital and operating expense plans and projects to meet or exceed company expectations, while also identifying operating expense control strategies and tactics
- Enforces the organization's Rules and Regulations to ensure compliance by general contractors and timely completion of construction
- Regulate Tenant Coordination with as-built conditions, available utilities, and any known constraints
- Implement all preventative maintenance programs and related vendor and contractor compliance for all applicable and/or maintenance contracts
- Implements, maintains and reports inventory of repair and spare parts
- Monitor property safety systems to ensure the systems are code compliant, that they are maintained and inspected in a timely manner, and that all reports and safety documents are both maintained and posted in compliance with Federal Law
- Understand and monitor utility consumption, utility rates structures, utility rebates through the use of new and existing building control technologies/BAS systems including (but not limited to) lighting controls (BMS/EMS), HVAC, fire/life safety alarm systems, vertical transportation
- Directs site operations in accordance with guidelines, codes and regulations.
- Collaborate with the Assistant General Manager to develop their direct reports while ensuring compliance with all company policies and procedures
- Develop relationships with contractors, vendors and tenants (as needed) to ensure property objectives are met
- Oversee facility operations during a crisis situation ensuring the safety and security of all customers, tenants, guests and assets
- Other duties as assigned

## **Qualifications**

- High School Diploma or GED required; Associate's or Bachelor's degree preferred; training in mechanical systems.
- A valid drivers' license
- 7+ years of property, facilities, or construction management preferred
- 3+ years of supervisory experience in managing and supervising building maintenance personnel



- Knowledgeable and experienced with commercial building systems, refrigeration, HVAC, plumbing and electrical systems; fire protection systems, blueprints, CAD drawings and other schematics.
- Strong interpersonal and relationship building skills
- Strong project management, organizational, and problem-solving skills
- Good working knowledge of financial analysis, budgeting, and forecasting
- Effective writing and communication skills to include supervise, train and direct teams
- Ability to adapt to changing work environment
- Strong working knowledge of various computer software such as Microsoft Office
- Recognized industry certification preferred
- OSHA General Industries 30-hour course preferred
- Must have demonstrated experience evidencing a hands-on approach to on-site operations management with a keen troubleshooting mindset
- Must have experience with managing outsourced facilities vendors and in-house teams and schedule their work effectively

## **Required**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to do the following:

- The employee consistently is required to sit, stand, walk, bend, twist and reach with hands and arms.
- The employee is frequently required to climb stoop, kneel, crouch, or crawl. Exposure to hot and cold temperatures. Working from or on ladders. Working at heights. Operate motorized equipment.
- The employee may frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The noise level in this work environment is usually moderate; may be exposed to high sound levels.
- The employee is occasionally exposed to moving mechanical parts, high precarious places, fumes or airborne particles, toxic chemicals, and outside weather conditions.



## **Compensation**

- Salary type: salaried
- Pay Frequency: biweekly

## **Application Process**

Interested candidates should submit a resume, cover letter, and references to:  
[info@readingterminalmarket.org](mailto:info@readingterminalmarket.org)

We are proud to create a diverse environment and are proud to be an equal opportunity employer. We are grateful for your interest in this position, however, only candidates selected for pre-screening will be contacted.

READING TERMINAL MARKET IS ONE OF PHILADELPHIA'S MOST DYNAMIC AND DIVERSE PUBLIC SPACES. THE MARKET IS HOME TO OVER 75 SMALL FAMILY- OWNED BUSINESSES AND HAS BECOME PHILADELPHIA'S MOST VISITED SITE, ATTRACTING BOTH LOCALS AND TOURISTS; ATTRACTING OVER 5 MILLION VISITORS IN 2022. THE MARKET REMAINS A PRIMARY GROCERY SHOPPING DESTINATION FOR THOUSANDS OF CUSTOMERS AND IS BELIEVED TO BE THE LARGEST SINGLE REDEMPTION SITE OF EBT/SNAP BENEFITS IN THE COMMONWEALTH OF PA.