



JOB TITLE: Facilities and Security Manager
DEPARTMENT: Credit Union Operations
POSITION REPORTS TO: AVP of HR
FLSA STATUS: Hourly, Non-Exempt
Compensation: \$61,600 - \$69,900
REVISION DATE: March 2024

Benefits:

- We offer a competitive package benefits package including medical, dental, and vision (We also offer medical for your pets)
- 401(k) with up to 3% employer match
- Student loan paydown of up to \$5,250 annually
- Tuition reimbursement
- Employee Loan Assistance-Impact Fund
- Employee Assistance Program (EAP)
- Paid holidays
- Life Insurance
- AD&D Insurance
- AFLAC
- Take your Birthday off on us!

Company Overview:

Are you a freakin ray of sunshine? Because we ARE! Tucoemas is a positive, fun place to work where creative Team Members love working together, learning new things, and leading by example. This is our 3L culture: Loving, Learning, Leading! We're serious about being awesome, but we don't want to take ourselves too seriously. If you think you are a good fit for our 3L culture, let's share a few more details about what you would do:

Position Purpose:

The primary purpose of this position is to help Tucoemas live out our commitment from our mission statement, "Our mission is to create financial security and provide real opportunity for every corner of our community." By helping us keep our buildings secure and operating efficiently, this role is key to ensuring our team and our members have vibrant, healthy, and safe places to conduct business and create impact.

POSITION SUMMARY:

Are you a skilled independent multitasker who loves variety in your workday and enjoys working with all levels of the organization? Here are four key elements that make up a Facilities & Security manager:

1. Live out our core values with every individual interaction.
 - Stop doing stupid things.
 - Be the sunshine today.
 - Sweep your own doorstep.
 - Be Awesome!
 - It takes a village
 - Champion in the arena!
2. You are diplomatic, empathetic and detail-oriented person who enjoy's solving problems.
3. You will liaise between Credit Union Leadership and third-party vendors to ensure contracts and scheduled work is completed.

Essential Responsibilities:

- This Position requires a high degree of flexibility.
- Responsible for the physical and maintenance security of all branches & buildings
- Proactively ensure ongoing maintenance and security of building.
- Responsible for the overall operation of Vendor and Contract Management and vendor relations through the full life cycle of vendor relationships
- Manage and oversee vendor contracts and renewals.
- Administers Credit Union's Vendor Management Program to include all contract and vendor relationships.
- Serves as first point of contact for all new and current vendor inquiries and responds accordingly.
- Maintain a good relationship with vendors.
- Communicates effectively all changes to Leadership and appropriate staff as necessary.
- Must comply with all company policies and procedures, applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control

Position Qualifications:**Required:**

- Minimum 3-5 years of experience or relevant experience
- Ability to be bonded
- High School diploma or general education degree (GED)
- Microsoft Office proficiency
- Excellent interpersonal, written, and verbal communication skills to effectively interact with staff and management.
- Ability to handle sensitive information.
- Ability to work independently and as part of a team
- Self-motivated, flexible individual with high degree of ownership and accountability for results.
- Basic understanding of Electrical, Plumbing, Heating, ATM's and alarm systems.

Desired:

- Degree in Business or closely related field
- VenMinder software experience.
- Credit Union Vendor Risk management experience.
- Working understanding of Electrical, Plumbing, Heating, ATM's and Alarm Systems.

Work Environment:

- Working conditions include attendance at meetings held before and after regular business hours.
- Travel to other branches and outside training as needed.
- Must be available to occasionally work evenings and weekends.
- Perform the following with or without reasonable accommodation: stand, sit kneel, reach, light work lifting-carrying, and/or pushing 35 lbs. See (near and far) for reading data on a computer screen, hear and talk ordinary conversation and telephone calls.
- Approximately 80% of this position's duties require the use of a computer.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards

COVID-19 considerations:

Tucoemas exceeds all CDC-recommended COVID-19 precautions with a mandatory vaccine policy in place.

POSITION CONTENT:

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary.

Equal Employment Opportunity

Tucoemas is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals without regard to race, color, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. If you need assistance or accommodation due to a disability, you may contact People and Culture at 559.737-5747.