

# We're HIRING

# PCB

Pendleton Community Bank

*Your bank  
for generations...*

We're looking for a high energy, self-motivated individual to fill this position in our company:

## FACILITIES MANAGER/SECURITY OFFICER

### Primary RESPONSIBILITIES

The primary responsibility of this position is to coordinate building space allocation and layout, including the bank as lessor/lessee, ensure appropriate facilities' vendors are in place; manage assigned project information distribution with strong follow-up and communication; serve as a contact person on assigned projects and coordinate logistics for building maintenance. Also manages physical security issues such as building access, security cameras, reporting of security incidents, etc.

### Minimum REQUIREMENTS

- High school diploma or equivalent (i.e. G.E.D.)
- Prefer five or more years of experience in construction or contract management - licensure in a trade field (i.e. electrical, mechanical systems, HVAC, etc.) would be ideal
- Must have excellent communications skills
- Must have strong computer skills
- Ability to handle multiple projects simultaneously, work independently and under minimum supervision.

### Core COMPETENCIES

Able to adjust quickly to different work situations

Must be able to communicate thoughts clearly, both orally and in writing, to all levels of staff; as well as external contacts. Must maintain confidentiality at all times.

Regard for important details to assure accuracy in all aspects of the job, detect errors and follow through on corrections and details.

Ability to manage time to complete assignments and responsibilities, prioritize multiple tasks, work effectively under stress, meet short deadlines, take direction and produce work despite frequent interruptions.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work, including employees in other departments or facilities, vendors, and customers.

### Main ACCOUNTABILITIES

- Coordinate and plan for physical facilities' needs, including building configuration, physical security, required or excess space (including tenant relations, lease structures), as directed by the VP Retail Administrator.
- Research options and obtain cost estimates for assigned projects from different providers and submit comparisons/make recommendations to VP Retail Administrator.
- Coordinates the receiving function for facility supplies and maintenance material, manages vendor relationships relative to physical branch operations and maintenance (i.e. cleaning, HVAC, snow removal, landscaping, interior and exterior structural matters).
- Manages physical security issues such as building access, security cameras, reporting/tracking of security incidents, etc.
- Maintains maintenance requests and dispatches maintenance person.
- Provides regularly scheduled updates and recommendations to VP Retail Administrator and CBO on all projects.
- Maintains a strong collaborative and coordinated strategic relationship with all other departments, including critical related functions such as systems and equipment managers, branch and department managers, all levels of management.
- Coordinates special, assigned projects.
- Serves as point of contact on assigned projects and responds to inquiries about those projects.
- Works to ensure the project is completed within established time frame and budgetary parameters including monitoring progress of project and prepares periodic reports for the VP Retail Administrator and CBO on a regular basis.
- Monitors activities to ensure compliance with any government regulations that may apply.
- Other duties as may be deemed necessary to support Bank activities.

**APPLICANTS PLEASE EMAIL** cover letter and resume by  
March 5, 2021 to Monika Eckard (meckard@yourbank.com)

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Equal Housing Lender  
Equal Opportunity/Affirmative  
Action Employer