

JCC of MidWestchester
Job Description Director of Facilities

Job Title: Director of Facilities

Classification: *Select Exempt*

Department/Job Family: Senior Management Team

Salary Range: \$80,000 - \$95,000 Annually

Reports To: Executive Director

Date: 8/16/2020

Summary: The Director of Facilities supervises the daily maintenance of the 75,000 square foot building. This role supervises Maintenance and Housekeeping staff and outside consultants and service providers. It is a member of the Senior Staff Team.

Essential Functions:

Essential functions include but are not limited to the following that are listed below. While we strive to maintain clarity around job expectations, work activities may be subject to change at any time, in accordance with organizational needs.

- Project management necessary to maintain, repair and upgrade the facility.
- Manage Security systems to manage access control, maintenance and repairs as needed.
- Purchasing and Budget responsibilities, manage all vendor contracts relating to building operations and services.
- Maintaining a clean, safe facility.
- Responsible for all permits and building inspections.
- Analyze policies and procedures to improve program efficiency and effectiveness.
- Supervise assigned personnel.
- Participate in the negotiation, monitoring and administration of building contracts, as needed.
- Ensure adherence to federal state and local laws, rules and regulations.
- Maintain positive working relationships with union employees and program staff.
- Monitor department expenditures.
- Additional functions, as may be assigned.

Competencies:

1. Project Management
2. Communications Proficiency
3. Leadership Skills
4. Collaboration
5. Team Development
6. Safety

Please reference our organizational competency model for assistance with competency definitions.

Supervisory Responsibility: All Housekeeping and Maintenance staff.

August 16 2020

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Work Environment: This job may operate in a classroom, outdoor or professional office environment, to be determined according to the agency's business needs.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform their work.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use hands to articulate fingers, and reach with hands and arms. Bending, crouching, and the regular lifting of up to 10 lbs. and occasional lifting of up to 40 lbs. may be required. Specific sensory abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and a functional sense of smell, in order to facilitate the monitoring of shifting program environments for safety purposes.

Position Type and Expected Hours of Work: This is a full-time position, and candidates must be prepared for flexible workday hours as the building is open seven days a week. Occasional evening and weekend work may be required.

Travel: Travel is primarily local, and during the business day.

Education and Experience: A Bachelor's level degree and a minimum of 5 years of relevant experience, to include at least 2 years of supervisory experience, are required. Strong HVAC, electrical skills and EPA certification required.

Additional Qualifications: Must possess a valid state driver's license.

EEO Statement: JCCMW is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status."