

Job Title: Director of Facilities

Classification: *Exempt*

Department/Job Family: Senior Management Team

Salary Range: \$80,000 - \$100,000 Annually

Reports To: Executive Director

Date: 7/15/2020

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Summary: The Director of Facilities supervises the daily maintenance of the 75,000 square foot building and its grounds. This role supervises Maintenance and Housekeeping staff, technology, and relevant outside consultants and service providers and the trades such as security, plumbing, electrical, HVAC, and construction.

Essential Functions:

*Essential functions include but are not limited to the following. 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 premises
- Manage contract security services and internal systems to manage access control, maintenance and repairs as needed
- Purchasing and Budget responsibilities, manage all vendor contracts relating to building operations and services
- Coordinate grant-related building improvements including creating and managing transparent requests for proposals, bids and government contract requirements
- Supervise employees or consultants for all aspects of technology (including but not limited to networks, servers, hardware, software, phone systems)
- 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
- Supervise and manage compliance and safety of employees (OSHA chemical, respiratory and workplace safety)
- Monitor department expenditures
- Additional functions, as may be assigned

**Competencies:**

1. Project Management
2. Supervision, delegation of tasks
3. Technology (e.g., networks, hardware, software)
4. Pool Safety
5. Security
6. Communications Proficiency
7. Leadership Skills
8. Collaboration
9. Team Development
10. Safety

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

**Supervisory Responsibility:** All Housekeeping and Maintenance staff.

**Work Environment:** This job will operate through the inside of the building and the external campus, 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 50 lbs. may be required. Specific sensory abilities include clear vision, 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 the candidate must be prepared for flexible workday hours as the building is open seven days a week. 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. Experience with supervision of union and a Certified Pool Operator both recommended

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

EEO Statement: JCCMW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, sexual orientation, gender identity or any other characteristic protected by federal, state or local laws.

