

TITLE: Facilities Director
REPORTS TO: Executive Director
STATUS: Exempt

MAJOR RESPONSIBILITY: The Facilities Director is responsible for the day-to-day upkeep, maintenance, and capital projects for the Severna Park Community Center's main building, aquatics buildings, Boone Station Hall, and the property surrounding/associated with the buildings, including center-specific parking areas.

The director manages a facilities team; prepares and oversees a facilities budget; performs or finds contract services to complete technical repairs; tracks and oversees preventative maintenance on the center's structures and equipment; secures and oversees outside contractors to perform regular/planned services; acts as project manager for capital projects and repairs; and contributes to annual and long-range maintenance plans.

ESSENTIAL FUNCTIONS:

1. Oversight/management of all maintenance & security operations for the center.
 - Oversees preventative maintenance on all structures and operating equipment, including HVAC systems, elevator, pool dehumidification systems, boilers, etc.
 - Develops and implements a regular schedule of maintenance policies and procedures to support preventative maintenance and ongoing repairs.
 - Where/when possible, performs basic repairs throughout the center, saving budget dollars for contract repairs for larger projects.
 - Ensures the center's buildings are well maintained, clean, safe, and in good repair. Ensures that the site and facilities are up to code in all areas and have up-to-date certifications to prove the same.
 - Responds to facility and equipment alarms and system failures. Ensures that fire extinguishers are inspected regularly, working with contract services to pass periodic fire safety inspections.
 - Assures the security of the facility at all times, making recommendations for upgrades if/when needed.
2. Oversight/management of all daily cleaning functions for the center, both inside and out.
 - Hires, trains and leads facilities team members in daily checklist management.
 - Keeps careful inventory of cleaning supplies, ordering as needed within budget.
 - Works with the Aquatics, Dance, Outreach, and Fitness teams to maintain the cleanliness of these spaces within the center through daily, weekly, monthly, and annual inspection checks.
 - Develops and implements cleaning schedules to ensure the center maintains a high standard of "clean" for public spaces.

- Maintains the center’s grounds, including keeping the grass cut, raking and weeding, shrub and tree trimming, removal of litter, trash and debris. Oversees annual mulching, planting, and pruning as needed.
3. Oversight/management of event support (setting rooms/storing equipment) for the center.
 - Manages facilities staff duties and scheduling for room set-up and grounds for scheduled events and rentals, working closely with the Outreach team.
 - Oversees inventory of tables and chairs, working with the Outreach team to ensure equipment is available as and when/where needed.
 - Oversees storage of event equipment, ensuring the safety of patrons and staff, and the protection/maintenance of equipment and spaces to promote longevity.
 4. Oversight of most capital projects for the center.
 - Conducts regular property inspections of building spaces to identify major repairs to elevate to the capital budget process.
 - Creates and maintains a capital forecast inventory of structures, equipment, and systems along with their age and condition. Inventory to include an expected replacement date and anticipated cost.
 - Develops bids and contractor schedules for capital projects.
 - Acts as project manager for capital project work, managing outside vendor work product, payment, and inspection processes.
 5. Oversight of facilities budgets, bids, and contract services.
 - Develops the annual facilities and grounds budget and monitors expenditures against this budget. Develops and implements cost reduction initiatives.
 - Advises on and monitors energy efficiencies to find cost cutting opportunities.
 - Manages, reviews, and negotiates service contracts to ensure facility needs are being met.
 - Oversees all contractors while on the grounds, to ensure the safety and protection of the property, patrons, and staff.
 6. Team member of the Board-directed Facilities Committee.
 - Serves as a member of the Facilities Committee, reporting to these Board-directed group on maintenance, capital, budget, or other issue within their oversight.
 - Provides reports as requested/needed to inform the committee of current activities and upcoming projects.

KNOWLEDGE: High school diploma or GED plus five or more years or more in facility management; working knowledge of standard practices related to HVAC, mechanical, electrical, and plumbing systems, carpentry, and other maintenance-related areas. Demonstrated knowledge of managing facilities, including purchasing supplies, groundskeeping, and equipment troubleshooting and repair. Experience supervising maintenance staff and developing and managing budgets. Familiarity with personal computers and mobile technology.

PROBLEM SOLVING: Ability to work with all levels of management as well as supervise facilities and maintenance staff and contractors. Ability to organize work efficiently and apply technical principals to solve practical problems in a reasonable and timely manner. Ability to respond to safety and emergency situations, as well as diagnose and locate defects in a wide variety of equipment. Ability to read and interpret blueprints, technical reports, manuals, correspondence, and prepare written and oral reports. Ability to understand technical/engineering operations and facilities management best practices.

ACCOUNTABILITY: Goals and objectives are set with the assistance of the Executive Director. Must be able to work independently without supervision and have a strong internal drive to complete goals and overcome obstacles. Manages a team of 3-4 facilities/custodial staff supporting the center's daily operations. Responsible for the overall supervision, coordination, and evaluation of this group.

CERTIFICATIONS/LICENSES/REGISTRATIONS: HVAC, plumbing, electrical training is a plus. Experience managing maintenance/equipment around pools is also a plus.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS: Physically able to successfully complete required job functions, including the ability to occasionally move or lift up to 50 pounds and enter all environments (office spaces, indoor and outdoor maintenance and mechanical areas, fitness areas, pool and pool space, unimproved outdoor locations and other program areas).

While performing the duties of this job, the employee will occasionally work near moving mechanical parts. The employee is required to be on-call after normal business hours and over weekends and may be required to work hours beyond the normal work day/work week.