



Employment Announcement Director of Facilities and Maintenance

JOB SUMMARY:

The Director of Facilities and Maintenance is responsible for all day-to-day operational activities at the North and Central Homeless Assistance Centers (HACs), including cleaning, maintenance, repair, and overall facility appearance, as well as the activities of the food services and information technology contractors. The position is responsible for supervising the Facilities staff, contractors, sub-contractors, volunteers, and client volunteers in handling repair of appliances, equipment and machinery, maintenance of lighting, irrigation, and grease trap systems, AC filter replacement, minor plumbing repairs, grounds keeping and overall facility appearance. The Director of Facilities and Maintenance provides direct supervision related to project management, construction, renovation, and preventive maintenance and works closely with Broward County Facilities Management and Construction Management Divisions. The position is responsible for monitoring all operational costs and expenditures and works with the Chief Operating Officer in developing the annual operating and capital budgets.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES:

1. Manages a variety of facility and grounds maintenance and janitorial work in order to ensure a clean, sanitary, and safe environment for clients, staff, and visitors. Minimizes major repair/replacement costs and extends the useful life of equipment/fixtures.
2. Manages and coordinates scheduled and/ or emergency repairs of equipment, ensuring minimum disruption of daily activities.
3. Manages and supervises custodial and maintenance personnel, volunteers, clients, and others as assigned.
4. Manages and supervises drivers, coordinates client transportation services, pickup and delivery of various items (donations, pharmacy items, etc.), and manages the maintenance of the vehicle fleet.
5. Manages and obtains the procurement of goods and services for the Agency's operational needs and maintains appropriate inventories of agency equipment and supplies. Oversees the collection, distribution, storage, and disposition of in-kind donations.
6. Manages and coordinates services with outside vendors, contractors, and governmental entities.



7. Maintains a strong working relationship with project officers in the Broward County Facilities Management and Construction Management Divisions.
8. Monitors and manages the Agency inventory of equipment, furniture, fixtures, and supplies, and communicates changes in inventory records and equipment to the Finance Department.
9. Maintains and monitors all work order and log sheets in order to document work activities, track equipment usage, and provide summary information to Administration.
10. Serves as liaison and monitors the food service labor contract for the HACs. Supervises and monitors activities, actively communicates with contractor, and coordinates all activities involving food services.
11. Serves as liaison and monitors the agency's information technology contract. Supervises and monitors activities, actively communicates with contractor, and coordinates all activities involving information technology.
12. Performs staff evaluations and corrective disciplinary actions. Supports and assists staff in carrying out their responsibilities and provides leadership and guidance. Reviews and submits payroll timesheets on a bi-weekly basis.
13. Processes all invoices in accordance with established policies and procedures. Monitors all operational costs and expenditures and provides updates to the COO. Assists the COO and CFO with the development of an annual capital and operating budget.
14. Develops and implements innovative evacuation plans and procedures, emergency preparedness, disaster relief, fire safety, and related drills.
15. Assists the QA/QI Manager with ensuring and coordinating Agency compliance with ordinances, fire safety, American with Disabilities Act (ADA), safety/security procedures, health standards, and other applicable guidelines.
16. Works effectively with the clients, BP Administration, Board members, and members of the community in order to facilitate special events.
17. All job requirements listed indicate the minimum level of knowledge, skill, and or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees will be responsible to perform any other job-related instructions/tasks given by their supervisor, subject to reasonable accommodations.



QUALIFICATIONS:

Education/Experience: A Bachelor's Degree in Industrial Maintenance, Construction Management, Business Administration or related field and at least five years of supervising maintenance and facilities management. Certificate(s) in skilled trade(s) in preferred. Equivalent number of years of maintenance experience may substitute formal education. Must have a valid driver's license and safe driving record. Must be able to work flexible hours and may be subject to emergency calls.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Director of Facilities and Maintenance works in settings of Broward Partnership, including offices, classrooms, group rooms as well as being involved in other areas of Broward Partnership programs both on and off campus. In addition, the position is active in the community as situations warrant, representing Broward Partnership.

Please e-mail cover letter and resume to: careers@bphi.org and include the job title of " Director of Facilities and Maintenance" in the subject line.

Broward Partnership is an EEO/Affirmative Action Employer and complies with all federal and state laws, and regulations. Our policy is not to discriminate against any applicant or employee based on race, color, sex, sexual orientation, gender identity, genetic information, religion, national origin, age, disability, veteran status, or any other basis protected by applicable federal, state, or local laws. We participate in E-verify.