JOB DESCRIPTION

DEPARTMENT: Administration
POSITION: Director of Facilities
LOCATION: 393 Main Street, Greenfield
STATUS: Exempt
SUPERVISOR: Executive Director

POSITION SUMMARY
The Director of Facilities reports to the Executive Director serving as an integral member of the senior administrative management team. They are responsible for the management of the facilities, developing and implementing policies and procedures, and management systems, and contribute to the development of the agency’s strategic goals. Supervises the Facilities Coordinator, Facilities Associates, and Facilities Assistants. Oversight of facilities includes all owned and leased agency facilities throughout Franklin, Hampshire, and Western Hampden counties, including 11 Early Education and Care sites. Through ongoing assessment, monitoring, reporting and planning, ensures healthy and safe physical environments for very young children and their families, participants/clients, and staff in compliance with all local, state and federal regulations and guidelines.

ESSENTIAL QUALIFICATIONS
• Bachelors’ degree in related field or equivalent combination of related education and experience.
• 5 years supervisory and facilities management experience.
• Experience with small to medium sized building renovations (including HVAC, electric, and plumbing systems).
• Experience with bidding of capital projects.
• Experience with short and long term planning and use of assessment, monitoring and reporting systems.
• Working knowledge of local, state and federal building codes
• Be or become knowledgeable about EEC licensing requirements, Head Start/Early Head Start regulations, Davis Bacon and prevailing wage laws.
• Current MA Construction Supervisor or trade license preferred.

ESSENTIAL RESPONSIBILITIES
1. Responsible for the management of all owned and leased agency facilities throughout Franklin, Hampshire, and Western Hampden counties, including 11 Early Education and Care sites.
2. Assess current systems for facility management and implement effective ongoing processes for oversight of facilities, including systems for regular assessment, monitoring, reporting and planning.
3. Ensure compliance in all areas of responsibility, including city, state, federal, and Head Start and Child Care regulations.
4. Develop facilities budget, and long-term facilities planning with the Executive Director and Director of Finance.

5. Develop and implement system to charge programs for maintenance services provided.

6. Oversee repairs, improvements, and maintenance of building structures, mechanical systems, interior surfaces, utilities, doors and locks, windows, and hardware. Coordinate the care of grounds for all Community Action sites, including lawn mowing, snow removal, and repair of playgrounds.

7. Manage preventive maintenance, including but limited to: annual fire extinguisher inspections, smoke detector testing, carbon monoxide detector testing, sprinkler testing, exit light testing, emergency light testing, regular health and safety checks, annual security and alarm system checks, and annual site fire drills.

8. Ensure compliance with city, state, federal, and Head Start and Child Care regulations, and work closely with local building and fire inspectors to secure occupancy and other required permits.

9. Assess and make recommendations regarding the need for outside contractors to complete projects and create specifications and successful bids according to all established guidelines.

10. Organize and oversee any renovations undertaken. Work with Architects, city planners and other parties if renovations are in coordination with property owners or other funders. Inspect work for adherence to plans, quality, and completeness.

11. Demonstrate working knowledge of occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties throughout the department.

12. Assess and make recommendations regarding the need for resources, upgrades, or renovations in alignment with agency goals.

13. Manage purchasing for maintenance needs through the agency.

14. Monitor, track, and report regularly facility matters, inventory of supplies, equipment, preventive maintenance, and safety concerns in the agency database system for all Community Action sites.

15. Coordinate responses to reports from building inspector, health inspector, fire department, boiler inspector, and other inspectors and agencies.

16. Manage and facilitate multidisciplinary Safety Committee, providing reports and recommendations to Department Directors and other committee members.

17. Supervise Facilities Associates and Facilities Assistants, prioritize and delegate work, and ensure that work completed is timely, of high quality, and in compliance with all guidelines and agency policies and procedures.

18. Selects, trains/orients, and supervises department personnel.

19. Inspires and motivates others to achieve increasing levels of performance excellence. Takes an active leadership role in valuing and promoting different perspectives and opinions and approaches throughout the agency.

20. Evaluates performance and recommends compensation, promotions, and disciplinary actions.

21. Must adhere to all agency and Head Start standards of conduct.

22. Maintains strictest confidentiality.

23. Comply with agency and funders’ paperwork requirements and procedures

24. Attend regularly scheduled supervision meetings, team meetings, mandatory agency trainings, and participate in professional development activities,

25. Performs related work as required.
This does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may be adjusted to meet the operational needs of the agency.

**SKILLS REQUIRED**
- Proficient computer skills: using a mouse, email, browser, database work in work order/ticketing system. Proficient in Excel and Word.
- Must be comfortable using a web based system for preventive maintenance and repair and be able to develop and implement effective systems for ongoing assessment, monitoring and reporting.
- Understanding of data capture and tracking methods.
- Demonstrated leadership skills.
- Excellent interpersonal and communication skills to interact with diverse staff, and program participants.
- High proficiency in verbal and written communication, excellent analytical, organizational, problem solving and decision-making skills.
- Must use excellent judgment at all times, be able to work well as part of a team and independently.
- Ability to provide flexible and adaptable work schedule.
- Sensitivity to cultural and socioeconomic diversity and the needs of individuals with low incomes.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**
The physical demands and work environment described below are representative of those that are 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.
- Frequently required to sit, stand, stoop, bend, kneel, and crouch.
- Use hands to finger, handle, or feel, and reach with hands and arms, walk, talk and/or hear, use a keyboard, climb stairs and ladders.
- Must be able to use a dolly, crowbar, and basic tools and hardware.
- The employee must regularly lift and/or move up to 50 pounds, and occasionally lift more than that.
- Specific vision abilities required by this job include vision, color vision, and ability to adjust focus.
- The employee must have the ability to drive a personal vehicle and agency vehicles, as needed.
- The work environment includes indoor office environments or comparable spaces, and outdoor areas at each site with frequent exposure to outdoor weather when traveling.
- The noise level varies by site.

**AA/EOE/ADA**
Employment is contingent upon the following: a satisfactory Background Record Check (BRC) which includes Criminal Offender Record (C.O.R.I.), Department of Children and Families (DCF) background check and effective September 1, 2013 Sex Offender Registry Information (SORI) and fingerprinting-based national and state criminal history check. BRC and fingerprinting-based national and state criminal history check completed every three years. In addition, employment is contingent on evidence of physical exam within the past year, plus verification of MMRs. Documentation of subsequent physical exams submitted
every 2 years. Also, submit evidence of a good driving record and ability to be insured under Community Action’s non-owned and hired vehicle policy.

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EMPLOYEE NAME (PRINT)

___________________________________________________________
EMPLOYEE SIGNATURE

___________________________________________________________
DATE