



Facilities Director

Summary of Position Responsibilities:

The role of the Facilities Director is an executive level position responsible for the overall administration of the agency's maintenance, procurement and purchasing programs. To provide direct, knowledgeable guidance to and oversight of the Authority's Maintenance Department. The Facility Director administers and implements a comprehensive program for maintenance, procurement and modernization. The Facilities Director is the person responsible for ensuring the established objectives of the Department are understood and met. Also provides direct and indirect supervision for all maintenance department personnel.

Description of Supervision/Supervisory Responsibilities:

The Facilities Director is approved by the Executive Director and works under the general supervision and direction of the Executive Director.

Essential Functions of Job:

Serves as the Facilities Director for all agency's maintenance, modernization and development operations of the authority's buildings and grounds:

- Perform on-site inspections to check progress of work and to ensure compliance with agencies goals and objectives
- Collaborate and establish ongoing communication with the Executive Director of planning and progress of all maintenance, modernization and development projects keeping the Director informed of any concerns that may arise
- Oversee all modernization for the agency
- Participate in the planning and budget preparation for all Maintenance Department programs under the direction of the Executive Director
- Oversee the department's procurement responsibilities
- Attend tenant meetings regarding Maintenance Department operations
- Consistently meets or exceeds EOHLC, HUD and agency goals and performance standards
- Provide rotating 24 hour on-call backup for emergencies
- Provide full on-site supervision during inclement weather

Supervises and coordinates activities of personnel engaged in carrying out office management function

- Directly supervises the Facilities Assistant Director and Maintenance Department Administrative personnel
- Reviews workload, schedules, personnel assignments, status of on-going work, projects, and available personnel for work assignments to plan required activities in conjunction with Modernization and Special Projects Coordinator
- Coordinate and focus on efficiency so that all maintenance staff maximize their time spent at assigned locations, lessens time seeking supplies or appliances, and ensures quality and consistency in delivery of all services.
- Review reports, notices and other records prepared by personnel for clarity, completeness, accuracy, and conformance with agency policies and regulatory requirements.
- Plans, conducts (or arranges for) orientation and training of all Maintenance personnel.
- At times provides hands on training and assistance when necessary
- Coordinates leave requests evaluation of personnel performance, and initiates commendations and disciplinary actions.

Directs procurement activities for the agency, including coordinating the purchase of materials, supplies, equipment, and contractual services

- Works under established procedure and statutory requirements to procure all materials, supplies, and equipment, and contractual services of the Agency.
- Prepares proposals for bids on all items to be procured through competitive bidding arrangements.
- Prepares ancillary materials relative to competitive bidding, including letters to vendors, newspaper advertising, and other necessary advertisements.
- Maintains active files of vendors, prospective vendors and contractors and of interviews with same.
- Summarizes and tabulates bids and makes recommendations to the Executive Director for awarding of bids and contracts.

Directly responsible for the oversight and planning of all modernization activities for the agency

- Conducts a five- and ten-year needs assessment of all agency properties and develops a plan to address identified needs
- Prepare all specifications for maintenance and modernization projects
- Responsible for procuring all modernization projects independently or in conjunction with A/E services
- Consults with EOHLIC and HUD regarding modernization projects
- Attends and often leads field meetings for all projects
- Responsible for keeping projects on time and within budget
- Ensuring quality projects with expected outcomes

Minimum Competencies:

- Excellent communication skills, both oral and written
- Ability to deal tactfully, courteously, and professionally with all persons, even in stressful situations, essential
- Ability to maintain confidentiality and to exercise sound judgment and discretion
- Ability to work in high pressure situations, as necessary
- Highly organized, detail oriented, takes initiative and able to work independently
- Ability to handle multiple tasks, prioritize effectively, meet deadlines, and deliver high quality work
- Reliability and professional personal presentation essential
- Project management experience desirable
- Operates standard office equipment, including a computer
- Proficiency in typing, basic word processing, spreadsheet, and database software (such as MS Word and Excel).

Education and Experience/Other Requirements:

Minimum qualifications include a bachelor's degree in building construction, engineering, construction management, public administration or a directly related field, with a minimum of five (5) years of maintenance or modernization experience, of which three (3) must have been in a supervisory or managerial role over a staff of five or more in the public or private housing industry. An equivalent combination of directly related education and experience may be substituted for the degree. Must be MCPPO certified or willing to obtain within six months of employment and possess a Construction Supervisor License. Must have the ability to read and understand blueprints, technical specifications and engineering drawings. A working knowledge of all building management sub-systems, such as plumbing, heating, gas, electrical systems, etc. is required. Ability to supervise, train, evaluate and motivate others in the specifics of building maintenance and repair. Strong written and verbal skills required. Must possess a valid Massachusetts driver's license and be insurable under the Authority's automobile insurance plan. Our pre-employment selection process includes but is not limited to criminal background checks and employment verification. Bilingual preferred.

Physical Requirements/Work Location:

While performing the duties of this classification, incumbents frequently visit work sites and construction sites and are frequently exposed to moving mechanical parts, vibration causing tools or equipment, fumes, airborne particles or toxic or caustic chemicals. The noise level in the work environment is usually moderate but may be noisy. When traveling, incumbents may be exposed to traffic and other roadway or travel-related hazards and may be required to work extended hours.

While performing the duties of this classification, incumbents are regularly required to stand and walk for long periods of time, bend, handle materials and tools or equipment, and reach with

hands and/or arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. Incumbents must occasionally lift, carry, push, or pull up to 50 pounds with or without assistance and with or without the use of devices and/or equipment to assist in the lifting effort. Work assignments may be performed with or without reasonable accommodation to a known disability.

Facilities Director Position:

This is an out and in-office-based job in a dynamic municipal office. While performing the duties of the Facilities Director, the employee is required to: interact and communicate frequently with the residents of THA, other LHA's under management agreement, other team members and/or third parties transacting business with the Authority; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. The employee must occasionally lift and/or move up to 50 pounds. The employee may be required to work beyond normal business hours, approximately including evenings.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change.

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