



**Title:** Part-Time Facility Management Director

**Reports to:** VP of Operations and AVP of Operations

**Pay Hour Range:** \$21.63 – \$26.00

**Location:** Varies between Club Facilities (Remote working and Telecommuting)

**Hours:** The regular hours for part-time positions are 28 hours per week, Monday – Friday, occasional weekends due to project deadlines. Must be able to travel to off-site Clubs, meetings and events.

### **Position Description:**

Working closely with the VP of Operations and AVP of Operations, the Facilities Management Director is responsible for planning, organizing, and implementing various technical responsibilities associated with the maintenance of facilities, grounds, and equipment. This position ensures that buildings and their maintenance services meet the needs of the people that work in them and the community we serve. The Facilities Management Director is accountable for services to ensure the surrounding environment is in a suitable condition to work.

### **Leadership**

- Provide leadership and direction to maintenance of facilities including assisting implementing a five-year capital projects plan
- With the facilities committee and our vendors, ensure the inspection, maintenance, and repair of mechanical, electrical, plumbing, and HVAC systems to ensure optimal operating results
- Coordinate system repairs and monitor system performance with external vendors
- Assist the Operations Team with BG CDC facility maintenance while remaining in compliance with local, state and federal regulations
- With the Operations Team, ensure we identify and minimize risks in the club's physical environment resource management
- Ensure systems are in place to maintain the operation of the physical properties and equipment of the Club, including use of facilities by outside groups
- Work with Operations Team, assist with equipment audits and record-taking policies
- Ensure safe use of tools/equipment operations and proper maintenance and communicate the appropriate use of cleaning materials and supplies to all staff
- Work with colleagues to create a clean, healthy, safe, positive environment
- With the Operations Team, ensure an attractive, welcoming and fun environment is created and maintained
- Ensure that facilities, equipment and supplies are well-maintained
- Other duties as assigned

### **Additional Responsibilities:**

- Purchase or approve the purchase of related services, supplies, and equipment
- Proactively identify problems relating to facility safety issues
- Develop a working knowledge of the applicable childcare licensing guidelines, and BG CDC purchasing and procurement requirements including solicitation of bids for goods and services, use of local, state and federal procurement documents
- Follow all state licensing childcare protocols and paperwork to ensure compliance
- Assume other duties as assigned

**QUALIFICATIONS:**

**EDUCATION:**

High school diploma required. Bachelor's Degree preferred. Desired course of study: building management, construction, hospitality, engineering, property management, and generalized business studies or equivalent experience

**EXPERIENCE:**

Combination of education, training and experience equivalent to five years in a related technical trade; at least three years of project/vendor management experience.

**REQUIRED KNOWLEDGE AND CRITICAL SKILLS:**

- Working knowledge of plumbing, electrical, mechanical and HVAC systems
- A comprehensive knowledge of construction and maintenance standards, including experience with working with local building codes.
- Enthusiasm for the mission of BG CDC
- Computer proficiency: word-processing, spreadsheet, and PowerPoint
- Effective communication and interpersonal skills
- Sound decision-making ability
- Ability to work independently while keeping effective working relationships with co-workers, supervisors, customers, and the public
- Handle multiple projects concurrently

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

Boys & Girls Clubs of Dane County is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their **resume**, **cover letter**, and **three personal references** via email to [lrowell@bgcdc.org](mailto:lrowell@bgcdc.org) or by US Mail, closing date November 20, 2020:

**Human Resources**

C/o Part-Time Facilities Maintenance Director

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