



Job Description

Position: Director, Facility Services
Supervisor: Executive Director
Status: Exempt
Supervision: Maintenance, Housekeeping, Porter (shared)

Position Summary:

The Facility Services Director's primary responsibilities include overseeing and assisting with all day-to-day maintenance operations of the physical plant and grounds for EastView at Middlebury. This includes routine maintenance and capital projects, security and safety, housekeeping, and utility services. S/he manages the quality, efficiency, and workflow of all work orders assigned to the maintenance and housekeeping staff. In addition, the director oversees department resources including supplies, materials, and equipment. Periodically, s/he may schedule and oversee projects executed by vendors and independent contractors

Duties:

- Implement or oversee environmental management or sustainability programs addressing issues such as recycling, conservation, or waste management.
- Inspect and evaluate the physical condition of facilities to determine the type of work required. Check and maintain equipment to ensure that it is in working order.
- Monitor suppliers to ensure that they efficiently and effectively provide needed goods or services within budgetary limits.
- Establish or implement departmental policies, goals, objectives, or procedures in conjunction with directors or staff members.
- Recommend or arrange for additional services, such as painting, repair work, renovations, and the replacement of furnishings and equipment.
- Recommend locations for new facility items or oversee the remodeling or renovating of current facilities.
- Evaluate employee performance and recommend personnel actions such as promotions, transfers, disciplinary actions, and dismissals.
- Inspect and monitor work areas, examine tools and equipment, and provide employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.
- Requisition materials and supplies, such as tools, equipment, or replacement parts.
- Participate in budget preparation and administration, coordinating purchasing and documentation and monitoring departmental expenditures.
- Assist with maintenance and housekeeping duties, as needed.
- Perform other duties as assigned.

Skills:

- Demonstrate safe practices by utilizing tools and equipment according to instruction and applying proper body mechanics while engaging in physical activity.
- Communicate effectively, both verbally and in writing.

Knowledge:

- Associate's degree in a relevant field required. Bachelor's degree preferred. Five years' prior experience with building system and equipment maintenance, vehicles maintenance/service with general experience in landscaping and staff supervision.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Physical Requirements:

- Work is performed in a standard office and home environment.
- Perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, standing, stooping, and handling of materials.
- Must be able to lift, carry, push and pull up to 50 lbs.
- Position may require long periods of sitting or standing.



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- Occasional overtime may be required

I have read and understand the job description listed above as it pertains to my position at EastView at Middlebury.

Employee Signature

Date

DRAFT