



DIRECTOR OF FACILITIES

Summary

Plans, organizes and manages operations and staff of the Facilities Management Division. Responsible for directing the maintenance, repair and upkeep of all buildings and equipment, facilities, ground and maintenance operations. Duties also include developing short-and-long-term planning, managing contracts for maintenance services by outside vendors, recommending changes and establishing organization priorities. Ensures adherence to safe work practices and facility modifications in compliance with the ADA. Evaluates assigned staff.

Essential Duties and Responsibilities

- Schedules, plans, organizes and manages staff responsible for maintenance, repair, and upkeep of buildings and facilities which may include kitchens, ice rink, and water facilities.
- Prioritizes organizational needs, concerns, and work orders while coordinating with other departments to arrange a timeline for completion and scheduling work assignments.
- Manages and monitors custodial care for buildings, facilities, grounds and properties.
- Ensures compliance with applicable codes, laws, rules, regulations, standards, policies and procedures.
- Manages contracts for maintenance services provided by outside vendors.
- Develops policies and procedures for building maintenance functions, maintenance, and custodial services.
- Coordinates procurement of equipment, supplies and materials to perform required duties effectively and efficiently.
- Resolves construction related concerns, disputes and compliance issues.
- Prepares and completes various forms, reports, correspondence, purchase orders, budget documents, plans, records and presentations.
- Reads and interprets construction drawings, blueprints, codes and specs.
- Installs and assists with software, applications, and computer systems to resolve issues and optimize functionality.

Supervisory Responsibilities

Lead Maintenance, Lead Custodian, Lead Ambassador and their direct reports as well as contract labor employees.

Education and/or Experience

- Work requires knowledge of a specific vocational, administrative, and technical nature. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree in an applicable field or equivalent.
- Over six years progressively responsible experience in building systems and maintenance, grounds maintenance and custodial services with three years of supervisory experience.

Computer Equipment and Software Requirements

- Excellent word processing skills; must have expert-level skills with MS Office, especially Excel.
- Experience in use of standard office equipment.

Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License.

Skills and Abilities Required

- Work requires the ability to read codes, blueprints, reports and general correspondence.
- Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra.
- Work requires the ability to write estimates, reports, material lists and correspondence.
- Planning responsibilities include scheduling meetings with other departments, estimating material, labor costs, and time of completion.
- Researches information for documents, compiles data, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit.
- Work requires supervising and monitoring performance for a Control regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
- Work requires analysis and judgment in accomplishing diversified duties.
- Work requires the exercise of independent thinking within the limits of policies, standards and precedents.
- The incumbents in this position contact others inside and outside of the organization.
- May be involved in decision making or providing approval authority for purchases or projects. In addition, these incumbents work with individuals who may belong to professional organizations.
- Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies, or products.
- Knowledge of various software, systems, and applications.
- Meetings and discussions may be conducted with customers, brokers and sales representatives.
- The ability to work outdoors in all seasons.
- Ability to handle deadlines.
- Handle emergency situations as needed.
- Frequent change of tasks.
- Ability to work some evenings/weekends if needed.
- Performing multiple tasks simultaneously.
- Working closely with others as part of a team.

Full Time Benefits: Eligible for health, dental, life insurance, vision, long-term disability, voluntary life, accident coverage, 401(k), paid time off, and paid holidays.

To Apply: Please email resume and cover letter with salary requirements to Careers@myriadgardens.org. You will be contacted only if considered for an initial phone or in-person interview.

Equal Opportunity Employer (EOE)