**200.42 TITLE:**

### FACILITIES DIRECTOR

**ABOUT BOYS HOME OF VIRGINIA**

Founded in 1906 as an outreach of the Episcopal Church, Boys Home serves young men in need of a second chance at success. Our campus is located on 1400 acres in the scenic Alleghany Highlands near Covington Virginia.

Our Mission is to help each student strive toward becoming a responsible member of society by developing his potential - mentally, physically, spiritually, and socially. Our Vision is to be a community that inspires young men to positively impact those around them. We are a residential independent school serving elementary, middle and high school boys.

**JOB OVERVIEW**

Any great craftsperson knows that a building is more than its walls, floor, and roof. They know that a building can provide safety, shelter, warmth, and community. We are looking for a talented person to step up and join our mission.

As the Director of Facilities, your work directly impacts our ability provide life-changing service to the youth we serve, and our ability to efficiently operate as an organization. With multiple buildings including residential cottages, school buildings, office buildings, chapel, dining hall and gymnasium, a 1400-acre campus and an offsite tree farm our facilities are a critical asset in fulfilling our mission.

The Director of Facilities is an administrative position that is responsible for all aspects of facilities management, including but not limited to the maintenance and repair of buildings and equipment, custodial services, capital improvements, grounds maintenance, and events support. The Director of Facilities is expected to maintain a safe and efficient working environment for all employees.

**DUTIES AND RESPONSIBILITIES:**

* Oversees the maintenance of the Boys Home campus buildings, grounds, and systems and incorporates established preventative maintenance programs to accomplish this work.
* Ensures the development of the infrastructure staff through training, coaching, goal setting and performance evaluation to team members
* Coordinates with Forest Services, Department of Environmental Quality, and other governmental agencies to assure compliance with all applicable regulations.
* Maintains compliance with Boys Home policies and procedures.
* Oversees the Boys Home Christmas Tree Farm and maintains relationships with the Virginia Christmas Tree Growers Association, and Virginia Tech.
* Establishes a safe work environment for employees by providing safety-related training and equipment maintenance and by ensuring compliance with safety and loss prevention programs and with standards and procedures for the handling and storage of hazardous materials and/or waste.
* Supervises day-to-day work activities by delegating authority, assigning and prioritizing activities and monitoring operating standards. Inspects all operations to ensure quality control.
* Maintains direct personal contact with a wide spectrum of Boys Home staff members and board members affected and/or concerned with the quality, safety and appearance of the Campus or other property.
* Develops an annual work plan which identifies goals and expected accomplishments for the year.
* Directs the maintenance of the vehicle fleet and the related documentation.
* Oversees the outsourced contracted services for work that cannot be completed by the maintenance staff.
* Directs the Preventative Maintenance (PM) and Reactive Maintenance (RM) work that is required for the buildings and systems.
* Develops requests for proposals to solicit bids from contractors for all "outsourced" project work for campus improvements.
* Position may require 24/7 availability based on campus needs for emergencies or other large campus events to properly manage the facilities staff.
* Partners with the HR/Office Manager to manage staff housing placements.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Demonstrates knowledge of principles and practices of management and supervision including:
	+ Preventative and predictive maintenance practices and principles
	+ Building/utility codes and regulations
	+ Work order systems
	+ MS office and excel
	+ Organizational and planning skills
	+ Customer service orientation.
* Ability to establish and maintain effective working relationships with the Executive Director, Board of Trustees, Leadership Team members, and infrastructure staff
* Ability to communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

A combination of education and experience equivalent to graduation from an accredited college or university with major course work in business administration, facility management, or related field with supervisory experience.

**IMMEDIATE SUPERVISOR: Executive Director**