



Position: Director of Facilities, Brighton Complex, Brighton, MA

Reports To: Chief Operating Officer and Executive Director, Brighton Campus

Status: Full Time

Summary: The Facilities Director has full responsibility for all facets of department management on the Brighton campus including, among other things, hiring, performance evaluations, and disciplinary action including termination; budget preparation and monthly monitoring, variance analysis and reporting; materials purchasing, equipment maintenance, and contractor supervision and performance; preparation of bid documents and solicitation of bids, contract negotiation; plan and specification review of all projects; participation in construction meetings, Facilities Committee meetings, etc.

In this capacity, the Director will serve as the JCHE advisor/consultant to Executive Directors and Maintenance Supervisors at non-Brighton sites to help them resolve issues. Serve as the “go to” person in all JCHE maintenance matters, providing leadership and guidance. Work closely with both the Brighton Executive Director (BED) and the Director of Capital Projects in a collegial manner addressing all relevant issues. Work as a team member with colleagues on such things as plan review, specification review, new project review, capital improvement project meetings, and construction meetings. Be one member of the JCHE team at the table during contractor meetings regarding new building construction or renovations. Will report to and work closely with the JCHE Chief Operating Officer (COO), while also reporting to BED for Brighton-specific matters..

In addition, as a member of the JCHE management team, the Facilities Director participates in and initiates efforts to create and implement best practices at JCHE, including attending regularly scheduled staff and management meetings and participating on selected task forces and committees. The Facilities Director may participate in professional and/or community committees, events, etc. which further the interest of JCHE. The Director will also be the lead jche staff member in dealing with City officials, contractors, and others in the event of a major incident on any campus that threatens the safety of staff or residents.

Essential Duties and Responsibilities:

Responsibilities shall include, but not be limited to, the following:

DEPARTMENT STAFF:

- Schedule and supervise Brighton maintenance department hourly, salary, and stipend staff of fifteen including site representatives.
- Oversee and approve bi-weekly time reporting and preparation of payroll sheets for the approval/signature of the BED. The Facilities Director will approve the payroll in the absence of the BED.
- Work with Human Resources (HR) to identify and fill staffing needs; obtaining Request to Hire approval from the BED; and work with HR on recruitment strategy (define job, write up posting, advertise job, and review and screen all applicants received. Interview potential maintenance department employees for recommendation to the BED or COO for hire.
- Work with HR to prepare all documents relating to the hire or termination of department staff for approval by the BED. Work with BED or COO and HR to develop any necessary documents.
- Identify staff training needs and oversee and/or conduct new employee orientation and training.
- Ensure full staff compliance with all JCHE and maintenance department policies discussed and/or issued by the COO.
- In the absence of the BED and COO, report directly to the Chief Financial and Administrative Officer (CFAO).

PREVENTATIVE MAINTENANCE:

- Assign preventive maintenance tasks (PM) to the maintenance personnel for completion. May delegate PM System responsibility to the Mechanics while ensuring PM System is kept current including related work orders and filing system.
- Employee Schedules:
- Prepare all schedules including but not limited to: back-up mechanic (BUM), Site Representative, Weekend Custodian, vacation, floating holidays, etc.
- Prepare performance evaluations of maintenance department staff, including Site Representatives, at needed intervals, including end of probation period, annual and mid-year, or quarterly reviews if needed.
- Heating, Air Conditioning and Technical Equipment:
- Monitor and maintain all HVAC and technical equipment so as to supply, as much efficient and uninterrupted service to residents as is possible.
- Call service contractors when needed for routing and emergency service.
- Keep COO and BED informed of major breakdowns of equipment and accompanying expenses. Submit proper paperwork for such expenses, prior to the work whenever possible, for approval by the COO or BED.
- Monitor and follow up all service contractor performance to ensure proper services are being delivered per the terms set forth in contracts. Attempt to resolve performance problems with foreman assigned.
- Ensure all logs are maintained pertaining to boilers, emergency generators and other equipment.

SUPPLIES/BUDGETS:

- Oversee the ordering of supplies, to meet and not exceed monthly budget, for maintenance accounts. (Excluding emergency services, supplies or repairs.)
- Seek prior approval of emergency expenditures, when possible, in excess of \$ 2,500.00 with the COO, BED or the CFAO.

- Ensure adequate inventory of supplies is maintained for proper functioning of maintenance, grounds, and painting staff to perform their assigned duties.
- Sign off on all bill payments, contract documents, purchase orders, etc. to ensure timely payment.

Other Responsibilities:

- Have systems in place to respond to medical and fire emergencies as needed.
- Have systems in place to respond to calls relating to breeches in security and to call police when necessary. Ensure maintenance staff, including Site Representatives, are instructed in the proper security response procedures as written in the Site Representative Agreement and maintenance department policies and procedures.
- Accompany external agencies, such as: OSHA, insurance companies, etc. when scheduled or called upon to do so.
- Accompany architects and/or engineers through the facilities for such things as: capital needs studies, equipment analysis, water conservation surveys, when scheduled or assigned.
- Coordinate and ensure annual inspection of apartment units are performed in a timely manner as mandated by HUD.
- Delegate to and oversee work of the Maintenance Project Coordinator in Brighton.

Qualifications:

- Must have a high school diploma; post-secondary training or education preferred, up to and including an Associates or Bachelor's degree in a related field, or equivalent on-the-job experience and expertise in HVAC systems (heating and air conditioning), basic mathematics, blueprint reading, carpentry, computer operation, electrical systems, high-rise building systems, plumbing, LEED systems, mechanical drawings, supervision, budget development and management, safety, emergency management and procurement.
- Good knowledge of building trades helpful. Licensure in electricity, plumbing, or HVAC not required, but helpful.
- At least ten years in maintenance supervision and management. Strong leadership skills along with ability to cooperate and collaborate with colleagues.
- Good judgment, mechanical aptitude, and people skills are essential qualities. Expertise in areas involving repair and strong problem solving skills. Proven record in general property maintenance and management.
- Must have good organizational, communication, and writing skills.
- Must have comfort in dealing with older adults; requires good customer service skills.

Key Traits Include:

- A blend of repair and interpersonal skills to deal with diverse daily situations, residents, staff, and outside vendors.
- Good diagnostic and evaluation skills to assess initial repairs and the severity of any property damage.
- Manual dexterity and familiarity with tools needed for each job; good vision and physical strength helpful.
- Flexibility to handle routine and emergency situations.
- Tact to deal with demanding managers, residents, family members, etc.

Working Conditions/Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position requires standing and walking for long periods of time.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis*

Qualified candidates should forward a cover letter and resume by email to hrjobs@jche.org; by fax to (617) 912-8469, or by mail to Human Resources, JCHE, 30 Wallingford Road, Brighton, MA 02135. For further information about JCHE and its Brighton Campus, see our website at www.jche.org. JCHE is an Equal Opportunity Employer.