

Jewish Community Housing for the Elderly

Facilities Director

Jewish Community Housing for the Elderly is a nationally recognized leader in providing affordable supportive housing. With six buildings on four campuses in Boston and two suburban communities, JCHE is poised for major building renovations and expansion. Today, with 1200 apartments, our 1500 residents rely on maintenance personnel who are well managed and supervised to ensure that their building functions properly and safely.

Key to this is the Facilities Director whose responsibilities include:

- *personnel management;*
- *budget preparation and monitoring;*
- *purchasing;*
- *equipment maintenance;*
- *contractor supervision and performance;*
- *bid document preparation and bid solicitation;*
- *contract negotiation;*
- *plans and specifications review of projects at all sites;*
- *participation in construction meetings, and Facilities Committee meetings, among others.*

Duties and Responsibilities:

Besides day-to-day oversight of the Brighton campus, the Facilities Director serves as:

- *consultant to Executive Directors and Maintenance Supervisors at non-Brighton sites;*
- *the “go to” person, providing leadership and guidance in all JCHE maintenance matters;*
- *a team member on special projects;*
- *a collaborator with the Capital Projects Manager on project coordination;*
- *a participant in creating and implementing best practices by attending regularly scheduled staff and management meetings and by membership on selected task forces and committees.*

The Facilities Director will have a reporting relationship with the Brighton Executive Director and with the JCHE Chief Operating Officer.

The Facilities Director is expected to have a vocational/technical school education or college degree with at least ten years of experience in general building systems and operations procedures. Excellent interpersonal and organizational skills, a commitment to communication (written and verbal), ability to read blueprints and specifications, fluency in Microsoft Office and other similar software programs are required. Familiarity with state and local building codes, ADA, LEED and OSHA regulations, a plus. Leadership qualities and a customer service attitude with older adults and their families are critical.

Application Process:

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