
Director of Facilities

Grade: 22

Reports to: President & CEO

Department: Facilities

Classification:

Division:

Date:

Approved:

JOB SUMMARY

Plans, directs and coordinates the activities of the Facilities Department by coordinating the work of custodial and maintenance personnel to ensure the safe and efficient operation and cleanliness and appearance of the Airport Terminal, Parking Deck, Airfield, Cargo facilities, Office building and Airport-owned properties.

Essential Functions

Manages cost efficient maintenance for the Airport by planning, developing and implementing preventive maintenance programs for all buildings, airfield landing areas, landscaped areas, mobile and construction equipment.

Manages maintenance personnel by developing work programs and schedules and by coordinating and directing the respective supervisors.

Develops a competent, productive and satisfied staff by supervising, directly and through delegation, all maintenance personnel; supervisory responsibilities include hiring, transferring, promoting, demoting, disciplining, counseling, coaching, appraising performance, and terminating, as well as providing educational and experiential growth opportunities and maintaining morale.

Plans and develops departmental budgets and goals by submitting maintenance budget requests and individual job cost estimates to the Director of Finance and/or President/CEO.

Maintains operating and repair records on all Airport facilities; Negotiates and manages maintenance and service contracts

Ensures that contract specifications are adhered to on maintenance repairs by inspecting repairs as they are made and at completion.

Reviews and inspects construction, renovation and repair projects for compliance to specifications, drawings and codes as well as workmanship and quality

Coordinates with Tenants on renovations, repairs and alterations to their leased space and adherence to policies and regulations and monitors the tenants for code compliance

Manages the Authority's vehicle fleet by overseeing the purchase, maintenance and repair of all vehicles, shuttles and equipment

Manages the department's Computerized Maintenance Management System (CMMS), purchasing and inventory control systems

Plans, coordinates and administers the Airport's building management systems to include the computerized lighting control and energy management systems, fire alarm and fire sprinkler systems and the Building Automation System (BAS)

Oversees the operation and maintenance of the automated baggage handling system and Passenger Boarding bridges

Maintains compliance with the Airport's National Pollution Discharge Elimination System (NPDES) permit by ensuring adherence to the Storm Water Pollution Prevention Plan (SWPPP), Spill Prevention Control and Countermeasure (SPCC) plan and Best Management Practices (BMP)

Participates in the identification, application and administration of funding sources for Airport projects

Responds to atypical and emergency terminal facility problems associated with adverse weather conditions and flight delays.

Maintains operating records on repairs and maintenance work completed for terminals and prepares related reports

Acts as liaison with local, state and Federal agencies (TSA-Homeland Security, FAA, U.S. Customs)

Ensures that Airport owned facilities are in compliance with all federal, state and local building and fire codes

Stays abreast of changes/trends in an airport environment

Performs other related duties as required.

SUPERVISORY RESPONSIBILITY

This is a Supervisory Position.

QUALIFICATIONS:

Bachelor's Degree in Management or related area and seven (7) years of experience with operating a public facility with total maintenance responsibilities to include supervising 40 or more personnel, budgeting, preparing cost estimates, and adhering to contract specifications and technical knowledge of building & airfield maintenance.

Previous airport experience preferred.

Must be able to work all shifts, various hours, and holidays as required.

Must be able to pass Criminal History Background Check, must be eligible to work in the U.S., must possess a valid driver's license and have an acceptable driving record.

KNOWLEDGE SKILLS AND ABILITIES

- Communicate effectively both orally and in writing.
- Ability to read and interpret sketches, blueprints, and schematics
- Establish and maintain cooperative and effective working relationships with others.
- Knowledge of methods, materials and equipment used in airport maintenance work.
- Knowledge of safety and operational practices of an airport.
- Ability to conduct inspections to ensure that assigned facilities are properly maintained
- Ability to identify and solve maintenance problems on an immediate basis.
- Ability to enforce safety and security regulations.
- Ability to train and supervise subordinate employees
- Ability to understand and carry out written and oral instructions.
- Ability to deal tactfully with the public, vendors and Airport tenants.
- Strong leadership skills.
- Excellent interpersonal skills.
- Analytical, evaluative and problem solving skills.
- Highly self-motivated and self-directed
- Interpersonal Skills – Maintains confidentiality
- Ethics- Works with integrity and ethics; Upholds organizational values.
- Organizational Support – Follows policies and procedures; Responds to management directions, Adapts to changes in the work environment
- Analytical skills- the ability to research problems, think “outside the box” and use a variety of appropriate methods/strategies to meet project goals or find solutions.
- Judgment- Ability to identify and analyze issues in order to make sound decision and understand the implications of such makes timely decisions

PHYSICAL AND MENTAL DEMANDS:

The employee must occasionally lift and/or move up to 40 pounds, ability to bend, squat, push and pull, standing and walking for extended period, dexterity of hands and fingers, and climbing stairs. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is required to stand and walk. Ability to speak and hear to communicate and exchange information. Must possess the visual acuity (seeing) to conduct visual inspections, operate a computer terminal, and read instruction manuals/blueprints.

WORK ENVIRONMENT

The work environment is indoors and outdoors. Exposure to environmental conditions to include all weather conditions i.e. hot and cold temperatures, humid, wet conditions, traffic, bright/dim light, fumes/noxious odors, dusts and pollen. The noise level in the work environment is usually moderate to noisy. Must be able to work in enclosed spaces and heights up to 80 feet.

SAFETY

The position does not require the use of protective clothing and equipment.