



TOWN OF ARLINGTON, MA
FACILITIES DIRECTOR

Management 3 - \$116,593 - 168,480 annually

Partial Remote work is possible.

The Facilities Director performs responsible supervisory, administrative, and professional duties planning, organizing, coordinating, and directing work relating to the care, maintenance, repair and cleaning of town and school buildings and related facilities; all other related work, as required.

Supervision

Works under the administrative direction of the Deputy Town Manager for Operations.

Directly supervises more than 3 full-time employees and provides administrative direction to more than 40 employees, as well as vendors, consultants and contractors.

Essential Duties and Responsibilities

Directs the comprehensive overall planning and scheduling of the care, maintenance and repair of town and school buildings and custodial services. Develops and maintains a multi-year capital improvement plan and maintenance plan for all buildings. Oversees the execution of approved projects.

Establishes bid specifications pertaining to supplies, materials, equipment, contract work and custodial services. Establishes environmental compliance programs for asbestos abatement, radon control, lead paint control, hazardous waste disposal, air quality standards, fuel tank testing and other local, state and federal environmental compliance regulations.

Represents the department at a variety of meetings both within and outside of the town; develops and maintains effective working relationships with municipal, county, state, and federal officials and agencies to ensure compliance with all laws and regulations affecting the work of the department.

Responds to inquiries from the general public and town employees pertaining to departmental projects and policies.

Formulates policies and program objectives for the department's operation; provides overall direction to operating divisions; plans, organizes and directs departmental activities through subordinate supervisors; participates in the development of departmental goals and objectives and development of department's organizational structure; assesses departmental performance in relation to established goals and takes appropriate actions to improve department's efficiency and services provided.

Responsible for personnel, including assignment of personnel, evaluation of performance, establishing standards of performance and conduct, administering discipline, attendance, promotional processes and other personnel management functions.

Oversees the preparation of the annual departmental budget; reviews and approves consolidated figures; presents budget recommendations and justifications to the Town Manager; reviews and analyzes performance against the budget; develops and implements appropriate controls to ensure operation within budgeting limitations; prepares the capital budget for review of the Town Manager and the Finance Committee.

Performs other similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in mechanical engineering, architecture or a related field; Certification in Facilities Management; seven to ten years responsible experience in facilities management (five at a management level), engineering and construction; or an equivalent combination of education and experience.

Additional Requirements

Valid Massachusetts motor vehicle operator's license

Knowledge, Ability and Skill

Considerable knowledge of the principles and practices of building construction and facilities operation. Practical knowledge of the materials, methods and techniques relative to the care and maintenance of building projects, hazards and safety precaution common to facility maintenance/repair activities; thorough knowledge of capital

budgeting, finance and administration. Considerable knowledge of personnel management and purchasing procedures.

Technical ability in understanding complex building codes, ADA codes and energy management systems.

Ability to plan, assign and supervise the work of groups of employees engaged in a variety of construction, custodial and maintenance operations. Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies, the general public, consultants, vendors and contractors.

Ability to deal with employees and the public tactfully and effectively and maintain positive public relations. Ability to prepare and administer budgets and to prepare financial reports.

Excellent management and leadership skills. Excellent labor relations skills. Skill in developing policies and procedures to accomplish goals and objectives. Excellent customer service and public relations skills. Excellent computer skills and ability to learn, adapt to and utilize current technologies.

Excellent public speaking skills and ability to articulate both verbally and in writing the vision and long-term needs in the operation and Town owned facilities and buildings.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

For the full job description, or to apply, please visit our website at www.arlingtonma.gov/hr.