



The Director of Facilities Services manages the Facilities Services Department in the meticulous maintenance of the Broward Center for the Performing Arts (BCPA) facility, providing customer service to internal and external customers, and managing expenditures to ensure the BCPA's, and other Performing Arts Center Authority (PACA) managed facilities, environment, and physical appearance supports its image as a premier performing arts center.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Will be responsible for the supervision of department staff, including recruitment, coaching, training, and career development and working with Human Resources to ensure staffing decisions and actions are consistent with organizational goals.
- Will attend all necessary internal and external meetings in order to provide and receive accurate and timely communication regarding the coordination of Facilities Services Department's initiatives/objectives.
- Will actively seek out, be receptive to, and respond to input from all departments regarding ideas and issues on improving and/or expanding Facility Services' customer service and functions in order to provide better maintenance of the BCPA facility.
- Will provide necessary training to all Facilities Services Staff in order to ensure staff has all necessary skills and knowledge, including regulations, codes, laws and standards, to appropriately carry out their identified roles.
- Will work with management and staff to monitor security procedures, to identify issues, and develop and implement solutions and strategies with security department.
- Will work with the Finance Department to develop, implement and maintain strategic, fiscal, and capital improvement plans for the Facilities Services Department.
- Will monitor center activity in order to staff appropriately.
- Will provide required department budget reports in order to monitor and manage expenses.
- Will develop maintenance and replacement schedules in all areas of the building, including landscaping, furnishing, painting, and decorative appointments, janitorial, security, mechanical and electrical.
- Will develop processes and procedures to inspect, evaluate and monitor the facility for 100% compliance with, city, state and federal laws and code regulations (i.e., OSHA).
- Will maintain current knowledge of changes in local, state and federal regulatory requirements by reading publications, actively communicating with appropriate contacts and attending meetings when necessary in order to identify, document and follow through with compliance of required amendments.
- Will determine non-compliance and make immediate recommendations to an administrative superior for corrective action.
- Will oversee the development of bid specifications for operations and purchasing of all equipment and construction to the facilities to ensure fair pricing and highest standards of equipment and service.
- Will implement risk management and increasing the safety and performance of daily operations.
- Will develop with both internal and external resources a comprehensive energy management program to insure efficient operation of the venue while maximizing lifespan of the mechanical systems.
- Will oversee the HVAC energy management computerized system and the maintenance with the vendor of the system.

- Will be the major purchasing agent for the facilities.
- Will assist with agreements, permits, amendments, and other property agreements for the Facilities Services Department.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Able to supervise all aspects of a department.
- Able to work a flexible schedule, including nights, weekends, and holidays regularly.
- Able to communicate effectively, both verbal and written, in English.
- Knowledge of building construction and utilities maintenance.
- Knowledge of equipment maintenance and of the tools, materials, and practices of the trades.
- Knowledge of occupational hazards and the local, state, and federal rules and regulations applicable to the assigned work.
- Knowledge of preventative maintenance procedures and techniques.
- Knowledge of reading blueprints and schematics.
- Knowledge of energy management procedures and HVAC operational strategies, to include sequencing of operations of mechanical systems.
- Knowledge of public representation and tenant retention of Indoor Air Quality, recycling and total quality management.
- Skilled in Windows based programs, including Word, Outlook, Excel, and PowerPoint.
- Able to keep records and prepare reports.
- Able to work effectively and positively with others.

### **REQUIRED EDUCATION AND EXPERIENCE**

- BS/BA or Higher: Business/Facility Management/Engineering/or any equivalent combination of training and experience.