

POSITION TITLE: Deputy Director of Facilities

DEPARTMENT: Facilities Management

STATUS: Exempt

JOB SUMMARY:

As a senior executive team member, the Deputy Director of Facilities has an extremely high level of responsibility within the organization, carrying overall responsibility for all maintenance and modernization functions of the WHA, as well as the physical condition of all 2,800+ hard units owned and managed by the WHA in Worcester and the surrounding communities. The Deputy Director of Facilities plans, coordinates, and supervises all maintenance and modernization projects and tasks, as well as the implementation of an estimated \$4M in capital grants per annum. The Deputy Director is critical to strategic planning with regards to growth and development of the agency.

ESSENTIAL FUNCTIONS:

1. Prepares capital plans for all WHA properties, including supervising the execution of all capital programs.
2. Monitors implementation schedules, and identifies implementation problems requiring modifications or accelerations for all capital projects.
3. Monitors the WHA's capital replacement plans to identify annual modernization needs and include them in federal and state-funded capital improvement plans.
4. Assists in the preparation of applications for new development programs, including site selection, and development of new construction or rehabilitation budgets.
5. Plans and supervises all energy programs, including net metering, energy performance contracts, energy management systems, energy conservation audits and improvements.
6. Works with the Chief Procurement Officer (CPO) to coordinate requests for proposals (RFPs), schedule the invitation for bid (IFB) process, review bid documents for completeness, and coordination of all file documentation.
7. Packages specific work items for architect/engineer (A/E) contracts.
8. Performs overall contract management duties, including evaluation of services; serves as the contract officer for capital grant contracts.
9. Develops and revises service contract specifications as needed.
10. Monitors project schedules and conducts job meetings.
11. Reviews and approves contract change orders prior to forwarding to the Board of Commissioners (BOC) for approval.
12. Oversees modernization project close-out duties in conjunction with the Finance Department.
13. Acts as the top supervisor for all Maintenance and Modernization staff, including making recommendations concerning skill-level requirements and staff assignments.
14. Provides technical assistance to the Director of Maintenance on extraordinary maintenance issues, including oversight and approval of non-routine maintenance projects, and the types and quantities of materials and supplies needed for those projects.
15. Monitors project schedules, conducts job meetings and staff meetings as needed, and attends BOC Meetings at the request of the Executive Director.
16. Prepares monthly reports on the WHA's performance against federal and state standards for maintenance and modernization programs.

17. Prepares BOC reports and resolutions involving capital programs for submission to the Executive Director.
18. Oversees the completion of annual capital grant funding requests, annual performance reports, and other, related reports.
19. Assists in the strategic planning and budgeting process for the agency.
20. Reviews and addresses Maintenance Department productivity and budget reports.
21. Performs quality control inspections of all sites and maintenance work.
22. Supervises and coordinates major maintenance programs, including the REAC inspection process; winter snow plans; trades services; and employee safety programs.
23. Represents the WHA in meetings and presentations as needed with contractors, vendors, and local officials.

OTHER RESPONSIBILITIES:

1. Performs similar job-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Minimum of a bachelor's degree in a related field.
2. At least five (5) years of documented experience in capital planning, facilities management, and supervision of complex capital systems.
3. At least five (5) years of experience managing a large (50+) staff of maintenance and modernization personnel (custodians/trades/supervisors/project managers/etc.); experience with unionized employees is a plus.
4. Exceptional written and verbal communication, negotiation, and public speaking skills.
5. Solid, demonstrated understanding of and experience with public procurement practices.
6. Proficiency with project management tools and schedules.
7. Expert knowledge of physical systems, property maintenance, and building technology.
8. Ability to read and interpret blueprints, bids, and specifications.
9. Ability to prepare written documentation of construction management meetings.
10. Superior attention to detail, analytical, and problem solving skills.
11. Ability to assemble and analyze factual information for the purpose of developing proposed courses of actions and comprehensive solutions to project-related issues.
12. Valid driver's license.
13. Ability to be relied upon to be available for work.