



Job Posting

<u>Position Title:</u>	Senior Director of Facilities
<u>Position Type:</u>	Full-time salaried, exempt position with benefits
<u>Reports to:</u>	Chief Executive Officer

Helping Up Mission, Inc. (HUM) is a faith-based, non-denominational, Christian organization offering permanent solutions to those experiencing homelessness, poverty and addiction. HUM provides hope to the poor and homeless through programs designed to meet their individual physical, psychological, social and spiritual needs. Compassionate residential care is given daily to nearly 550 men and women in need, without consideration of race, economic or religious status at its campus in East Baltimore. The Senior Director of Facilities will be a strategic, proactive and results-oriented executive who will focus on building a team to manage the facilities and maintenance of an approximately 300,000 square ft campus on E. Baltimore Street with separate buildings for both men and women's recovery programs. He/she will have an approachable management style, leading by example as a role model. He/she will exemplify the core values of the Helping Up Mission, while adhering to the highest standards of excellence.

Job Summary

The Senior Director of Facilities will provide oversight and a variety of technical tasks relative to facility maintenance & operations with a focus on the new HUM Women and Children's Center seven-story, 150,000 sq. foot facility opening in late 2021 (adding an additional 250 beds to the campus). The Senior Director will provide accountability and strategic leadership to HUM facilities, oversee capital and/or maintenance projects, and lead volunteer and program resident teams in ongoing maintenance of facilities and special projects as assigned. The right candidate will be a hands-on, servant leader with the ability and drive to create and maintain outstanding, professionally managed facilities at Helping Up Mission.

Overall Responsibilities:

This position will focus on the following overall responsibilities:

- Establish standards for professional performance and internal customer service
- Develop and implement routine and emergency capital projects for the campus
- Develop and maintain effective working relationships with vendors and subcontractors
- Train, oversee, and perform reviews of staff and clients in their assigned duties
- Schedule daily/weekly workforce shifts and assign duties
- Prepare and oversee daily, weekly and monthly maintenance schedules
- Maintain awareness of trends, energy efficiency standards, and developments in the field of facility maintenance. Incorporate new developments as appropriate into programs

Facilities Responsibilities:

- Oversee the maintenance of multiple facilities working together with staff, program residents, and volunteers to achieve safe and well-maintained facilities
- Prepare and maintain annual capital budget in coordination with CEO, CFO and COO
- Develop and lead preventative maintenance and safety inspection programs for all facilities, equipment, and outdoor spaces

- Annual review of building structure and supporting infrastructure with written report
- Prepare an annual written assessment of all mechanical equipment, furniture, fixtures and equipment, including lighting fixtures, doors, windows, plumbing fixtures, etc. and make capital budget recommendation for necessary expenditures
- Plan for all future renovations including scope of work, project budget and schedule
- Maintenance – establish policies and procedures for repair and/or replacement of Buildings, Grounds, Operating Equipment, Systems equipment, Service plans, and maintain all construction drawings, documents and manuals for buildings and equipment
- Review and negotiate annual maintenance contracts that support critical infrastructure and solicit new contracts, making recommendations on new or renewal of agreements
- Serve as the Owners Representative for all renovation and facility improvement projects
- Create pre-apprenticeship type programs for HUM residents and interns in facilities and maintenance work therapy, with the goal of residents (in addiction recovery) being positioned to excel in service positions in construction or facilities management after completing HUM program
- Conduct risk management reviews/establish necessary policies and procedures to mitigate risk and ensure vendor compliance with HUM’s insurance requirements
- Acquisition of equipment, furnishings and vehicles with proper thresholds of approval
- Approval of all invoices and contracts related to operations
- Prepare and maintain a log of all local, state and Federal permits—stay current with applicable codes and regulations
- Prepare and support inspections such as elevators, fire suppression, Health Department, Department of Housing & Community Development, Federal Home Loan Bank, and conduct monthly walkthrough inspections with COO and/or CEO.
- Insurance – Annual audit by broker and insurance company/ review accident reports and determine corrective action. Report all claims to the insurance company
- Safety – Conduct fire evacuations a minimum of every six months, emergency notifications and safety inspections
- Prepare and update emergency plans approved by property insurer and fire marshal
- Assure compliance with local, state and federal safety and health codes, laws and regulations

Job Qualifications:

- Bachelor’s Degree preferred
- Minimum of 7-10 years facilities management as well as a technical background in facilities management and/or building engineering
- Must have proven ability in managing personnel and contractors in the following areas: equipment & machine maintenance, building and construction, electrical, plumbing, and janitorial services
- Must have extensive experience managing contractors and sub-contractors
- International Facility Management Association Certified Facility Manager or equivalent experience
- Maintain budgets, document donations and provide receipts for review of financial transactions
- Experience in creation and implementation of policies and procedures
- Familiar with daily use of a facility maintenance software
- Experienced management of a high-rise building and associated systems and equipment such as automated temperature controls and software.

Position offers competitive salary with an excellent benefits package. Interested candidates should email a cover letter and resume to Maria Flores, HR Specialist at businessoffice@helpingup.org