

Combined Facilities Director *advertisement extended*

Town of Sudbury

The Town of Sudbury seeks a Combined Facilities Director responsible for the planning, organizing, directing and control of all aspects of Town and School facilities. Responsibilities include: facility planning, renovation, construction, energy conservation measures and efficiencies, preventative and regular maintenance, and repair of all town-owned buildings.

Minimum qualifications: Bachelor's degree; extensive knowledge of building construction, engineering, business management/energy management/public administration; 7-10 years of related management experience, or equivalent combination of education and experience. Successful candidate must have a valid driver's license and must be CORI/SORI compliant. MCPPO designation preferable.

Candidates ***must*** meet minimum requirements contained in job description posted on town's website at www.sudbury.ma.us/departments/HR. Salary commensurate with experience. Excellent Benefits. Letters of interest/resumes may be sent to Bilodeaum@sudbury.ma.us until March 20, 2018 at 3:00 p.m. AA/EOE

See attached job description.

FACILITIES DIRECTOR (Combined Facilities)

Position Purpose:

Plan, organize, direct and control all aspects of Facilities Department as outlined in the Memorandum of Agreement between the Sudbury Board of Selectmen and the School Committee of the Sudbury Public Schools. This shall include: facility planning, renovation, construction, energy conservation measures and efficiencies, preventative and regular maintenance, and repair of all town-owned buildings under control of the Town Manager, and under control of the School Committee as well as the review and recommendations on all facility Capital Improvement Plans (CIP).

Supervision:

Supervision Scope: Exercises initiative, creativity, and independent judgment in the planning, administration and execution of the department's programs and services.

Supervision Received: The Department shall be under the direction and control of the Town Manager and Superintendent (or their respective designees), who shall jointly exercise general oversight and supervision of a Facilities Director and shall have the responsibility of appointing the Director for a term not to exceed three years.

Supervision Given: The Director shall recommend to both the Town Manager and the Superintendent, or their respective designees, appointment or removal for all assistants, agents and employees of the Department as may be required, pursuant to all Town and SPS personnel policies, collective bargaining agreements and relevant statutes. Actual appointment authority shall remain with the Town Manager and the Superintendent. The Director will ensure that the assignment of personnel is consistent with state and federal law, including CORI standards, and policies of the School Committee and Board of Selectmen. Any current Town and School employees who come to work under the supervision of the Director shall remain in their current bargaining units in effect, as of the date this agreement is signed, and all bargaining will remain under the same Town or School umbrella as they currently fall, until such time the parties agree to modify this part of the agreement.

Job Environment:

Physical strength and ability to access roofs, equipment locations, other construction location.
Regularly use computer keyboard, requiring eye-hand coordination and finger dexterity.
Travel to meetings and other communities. Attendance at evening meetings.

Essential Functions:

Management of all maintenance and repairs of the buildings, including HVAC and others systems and major equipment.

Maintain preventative maintenance plan for all facilities.

Manage all work orders and requests, including specifications for work to be done under contract and supervision of private contractors, for building maintenance and repairs.

Purchase of materials, supplies, and equipment for building maintenance and repair, in accordance with procurement regulation, laws and policies.

Obtaining certification through the Mass Certified Public Purchasing Official (MCPPO) Program as a procurement officer.

Maintain and update capital plan, through a collaborative process, to be approved by the Town Manager for all Town buildings and the Superintendent of Schools for all school buildings.

The Director will provide reports to the Town Manager (and designee), Superintendent (and designee), Board of Selectmen, School Committee, and other boards and committees, as needed, and will be available to attend evening meetings as required.

The Director will work closely with the Permanent Building Committee (PBC) in the oversight of the construction, reconstruction, alteration or enlargement of all existing or new buildings owned by the Town and SPS, including designer selection when applicable.

Develops a five-year capital plan for the Department, including projects for submission to the CIAC and projects proposed for the operating budget of the Department or other funding. The capital plan shall be sufficiently detailed to show the capital requirements, including major pieces of equipment, separately for school buildings and for municipal buildings. The school portion shall reflect capital budget needs identified and submitted by the Superintendent, or designee. The final recommendation of the school portion of the capital budget and plan shall be submitted to the Superintendent of Schools and approved by the School Committee and the municipal building portion shall be submitted to the Town Manager. The Director will work closely with the Energy and Sustainability Green Ribbon Committee, in the development and implementation of measures to foster energy conservation, energy efficiency, renewable energy generation and sustainability planning.

Coordination with appropriate town Boards and Committees, including, but not limited to, those listed below.

Pursuit of grants and other funding resources to support the work of the Facilities Department, Town Manager and School Committee as appropriate.

Development of Department policies and annual Department objectives, plans, and goals, subject to approval of the Town Manager and Superintendent.

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

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree required; 7 - 10 years of related management experience, extensive knowledge of building construction, engineering, business administration management/energy management/public or equivalent combination of education and experience. Must have a valid driver's license. Must be CORI/SORI compliant. Preferably has MCPPO Designation.

Knowledge, Abilities & Skills:

Knowledge: Considerable knowledge of price trends and grades of quality of the materials and equipment. Working knowledge of the hazards and safety precautions common to facility maintenance/repair. Thorough knowledge of the methods, materials and tools/equipment used in the care and maintenance of buildings and equipment. Good working knowledge of M.G.L. Chapter 149 and 30B.

Ability and Skills: Ability to identify town-wide priorities and work collaboratively to support their accomplishment as part of the municipal and school management teams. Ability to conceptualize goals and objectives for the department. Leadership, planning, management, organizational and supervisory skills. Financial management skills, including a solid foundation in budget development and management. Ability to market programs and ideas; to communicate effectively both verbally and in writing; to establish positive public relations for the Town, and department; to interact effectively with a wide variety of people. Ability to provide guidance, assistance, and or interpretation to others on how to apply procedures and standards to specific situations. Ability to analyze, manage and utilize data to improve operations. Ability to work effectively with citizen boards. Must be computer literate; familiar with computer software applications such as word processing, energy management programs, spreadsheets and other applications tailored to specific department needs.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties, the employee is required to: interact and communicate frequently with the public, government officials, volunteers, other staff members and boards, third party service providers, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the Town facilities. Lifts/moves objects weighing up to 30 pounds; must be able to lift, push and/or pull objects and furniture.

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