

JOB DESCRIPTION **Director of Facilities and Operations**

JOB INFORMATION

Job Title:	Director of Facilities and Operations	Department:	Administrative
Reports To:	Executive Director	FLSA Status:	Exempt <input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/>

SUMMARY

This position manages both the physical and human assets of the organization. The role of facility management is to insure the general upkeep and maintenance of DBDT’s building, equipment, office systems, parking, security and surrounding environment to meet health and safety standards and all city, state and federal legal requirements. The role of operations management is responsible for the coordination of staff activities, staff development and providing daily administration of all aspects of DBDT’s business operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and responsibilities may be assigned.

ESSENTIAL DUTIES:

1. Oversee all building operations, maintenance and major repairs in compliance with City of Dallas building code and requirements. (HVAC, Roof, Irrigation, Electrical, Cameras and Plumbing)
2. Insure all city permits and inspections are secured in compliance with legal requirements. (fire, police, parking, elevator, irrigation systems and lighting)
3. Insure building compliance for all City facility audits, property and liability insurance audits.
4. Serve as DBDT liaison for Dallas Arts District safety patrol, Dallas Fire, Police and TexDot for all issues relating to City street closures, maintenance, safety and security issues.
5. Coordinate and manage activities of all DBDT facility support staff.
6. Coordinate and oversee all company staff training activities for safety, security, evacuations, building lockdown, gun safety and code compliance.

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7. Coordinate and schedule all facility bookings and oversee all facility use for internal staff use, board meetings, special events, external rentals and studio rentals.
8. Manage office systems, office equipment and coordinate IT support needs for company.
9. Select, engage and oversee all external contractors for building cleaning, waste disposal, catering, refurbishing interior, plumbing, exterminators, landscape maintenance and special repairs.
10. Monitor, order and procure supplies for building cleaning, maintenance and office operations.
11. Maintain all receipts, records and bid information to insure that DBDT facility maintenance and operations are executed within DBDT's approved budget.
12. Work closely with City of Dallas staff on major building repairs as scheduled in City Bond Programs.
13. Coordinate technology support with IT personnel for DBDT parking lot payment systems and handle customer use (access and payment) issues.
14. Oversee staff parking lot assignments and building access and compliance.
15. Develop budgets and track short-term and long-term facility expenses, equipment and resource needs of company and staff.
16. Handles all facility complaints and organizational customer service issues in a professional and courteous manner.
17. Manage and conduct annual inventory of property and equipment and maintain on-going inventory of condition, use, location and storage of all DBDT assets.
18. Primary focal point and for the coordination of all administrative activities of organization.
19. Prepare contracts and handle sensitive legal, employment or company documents to support the activities of the Executive Director, Artistic Director and Board of Directors.
20. Oversee company-wide human resource management and implementation of policies.
21. Insure legal compliance and maintain updated management guidelines by researching, preparing, recommending and updating DDBT company human resource policies and procedures.
22. Coordinate DBDT staff resource requirements and work schedules for in-office, off-premise attendance, building access and plan organizational team assignments and performance/event schedules to meet business needs.
23. Support the Executive Director and Artistic Director in staff orientation, counseling, discipline, professional development and training of employees.

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24. Coordinate all employee background checks, references, drug testing and licensing.
25. Work with the Executive Director and Artistic Director to maintain records, attend management conferences to hear special concerns and resolve employee differences and grievances.
26. Schedule and conduct company staff meetings (monthly or as needed) and conduct special training on performance management, communication processes, DBDT organizational policy and best practices.
27. Assist with DBDT special event coordination, execution, facility, vendor and catering services.
28. Other duties as assigned by the Executive Director.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

1. Bachelor's Degree or higher required.
2. Demonstrated knowledge and 7-10 years of job-related experience in property management, human resources, and event management.
3. Knowledge of federal and state laws in human resource management and five or more years of leading and supervising professional staff.
4. Experience in managing budgets and in implementing professional development programs and training of personnel.
5. Experience in working with shared leadership and with cross-functional teams.

SKILLS

1. Excellent verbal and written communication skills that include the ability to write effective business memos and correspondence.
2. Excellent knowledge of building services and facility management.
3. Ability to effectively manage professional staff, develop good relationships with a wide range of people and build a collaborative work environment.
4. Ability to solve problems in a strategic and tactical manner and use good judgment in making decisions.
5. Ability to work independently, use self-initiated follow-up to meet deadlines and proven ability to successfully manage multiple projects concurrently.
6. Well-organized, self-motivated, goal-oriented and flexible.

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7. Excellent skills in customer relations, customer service and vendor management.
8. Proven ability to inspire confidence, motivate, persuade and negotiate effectively.
9. Excellent skills in Microsoft Word and Excel programs.
10. Able to work flexible schedules including evenings, weekends and holidays.

WORK ENVIRONMENT

The work environment is fast-paced, dynamic, results-oriented, innovative, fun, and values responsibility and accountability.

Interested parties should send cover letter, resume and salary requirement with Director of Facilities and Operations in the subject line to k.vogel@dbdt.com by April 30, 2018.

Principals Only. No employment agencies.
No phone calls please.