

JOB TITLE: Director of Facilities
AGENCY: Good Shepherd Children & Family Services
DEPARTMENT: Site Management
REPORTS TO: Senior Director of Business
DATE OF REVIEW: August 2022

SUMMARY OF POSITION

The Director of Facilities will oversee and maintain all aspects of site management for Good Shepherd Children and Family Services. This position is responsible for managing and supervising all of the service providing sites, the agency fleet of vehicles, current or future contracting or construction projects, and the residential kitchen. The properties include the main campus in University City Missouri, the satellite office in Farmington Missouri, and future sites that services may be offered. This position oversees the safety, cleanliness, and operations in compliance with state and local ordinances, national accreditation body (COA), OSHA, and child welfare state licenses.

RESPONSIBILITIES

- Directs day to day operations of maintenance and housekeeping
- Oversees and makes cost effective decisions on materials and equipment to maintain facility
- Develops and implements an annual budget
- Respond to emergency situations that may impact the safety of clients or staff
- In collaboration with the Senior Director of Business, create and facilitate annual plans for ongoing facility maintenance, vehicle maintenance, and current or future capital projects
- Authorizes the use of contracted or outsourcing services when needed
- Solicits vendors and contractors for maintenance and replacement projects and supervises projects to successful completion
- Trains and maintains department staff to meet the standards of the department and agency
- Facilitates and cooperates with inspectors to satisfy related federal, state, and local regulatory guidelines
- Maintains documentation on safety inspections, vehicle inspections, quality assurance, preventive maintenance, equipment operation, blueprints and annual maintenance contracts
- Anticipates and coordinates the pickup and delivery of equipment and supplies as needed by the agency.
- Maintains list of capital projects.
- Participates in staff trainings as mandated
- Help the organization meet its quality improvement, evaluation, and reporting requirements by contributing to developing outcomes, participating in data collection, interpreting data and applying it to improve practices and outcomes
- Represent Good Shepherd at safety committee meetings at Catholic Charities and the Archdiocese
- Respond to on-call requests when on rotation, and oversee the on-call rotation to ensure 24/7 support to the facilities.
- Maintain the aesthetics of the all campuses at all time.
- Other duties as delegated by supervisor.

WORK CULTURE:

- Ensure a safe and trauma informed environment for venerable youth and their families
- Provide leadership to the organization, by participating in Director's Meetings as other as agency initiatives as assigned

- Provide a safe and appropriate platform for staff grievances and concerns to be disclosed and resolved
- Coordinate as needed with the offices at the Archdiocese and Catholic Charities

DIRECT REPORTS:

- Maintenance staff
- Kitchen staff
- Housekeeping staff
- Any contracted workers (as needed)

RELATIONSHIPS REQUIREMENTS

- Develop rapport and work effectively with employees and stakeholders of diverse backgrounds. Maintain professional relationships and communicate effectively with co-workers, colleagues at other agencies and clients. Ability to confront issues with employees at all levels in a professional manner

Knowledge and Experience

- Five years of work experience and supervisory experience
- Ability to troubleshoot mechanical, pneumatic, electrical and building automation systems
- Knowledge of plumbing, carpentry, floor care, life/safety systems, and structural components
- In-depth understanding of contract negotiations, and purchasing

Skills and Abilities

- Must maintain a high level of confidentiality and professional judgement on and off the job
- Comply with all confidentiality and security standards imposed by HIPAA, COA, and other external bodies as well as those specified in internal organizational policies.
- Excellent critical problem solving and conflict resolution skills
- Participate in agency events that support the general function of the agency or programs
- Respond to all emails and voice messages promptly and courteously
- Participate in agency Quality Improvement activities
- Attend all Good Shepherd all staff meetings.
- Attend training to enhance competencies related to job position and ensure all required job-related knowledge is acquired.
- Provides all services in accordance with the teachings of the Catholic Church.
- Perform other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Signature of Employee

Date

Print Employee Name