

DIRECTOR OF FACILITIES

Heritage Community Initiatives - a nonprofit that for more than forty years has been committed to positively impacting socioeconomic mobility – has doubled in growth over the last five years. The organization is now searching for a seasoned Facilities professional to play a pivotal role in this positive trajectory as Heritage approaches a half century of service.

POSITION SUMMARY

The Director of Facilities, a key position reporting directly to the President and CEO, will be responsible for the maintenance, repair, and general upkeep of all current Heritage buildings as well as oversight of all construction and renovation projects being undertaken by the organization. This position will also provide oversight, counsel and enforce all aspects of safety for the organization.

RESPONSIBILITIES

- Prepare and manage the annual facilities budget
- Evaluate, revise, and implement a comprehensive and preventative maintenance program for roofing, paving, HVAC, plumbing, and electrical systems
- Prepare bid specifications for project work done by outside contractors and vendors
- Create a preventative maintenance schedule and strategic capital budget and replacement schedule
- Responsible for safety issues in all Heritage buildings such as, but not limited to, fire alarms, emergency generators, fire extinguishers, security systems, card access systems and lockdown protocols
- Provide oversight of – and evaluate – all work performed by outside contractors and vendors for accuracy and completeness
- Act as tenant liaison on behalf of the President and CEO
- Maintain a file of operating instructions and manuals for all major mechanical equipment in all Heritage buildings
- Maintain a file of all building plans and blueprints
- Develop, maintain, and review custodial work assignments as necessary
- Adhere to and observe health, safety, and sanitation regulations in all Heritage buildings to ensure maximum cleanliness
- Observe and maintain compliance with all federal, state, and local legal guidelines
- Supervise and control the issuance of custodial supplies
- Evaluate and maintain a computerized inventory of custodial and maintenance equipment, tools, and supplies
- Maintain a key control system for all Heritage Facilities
- Establish snow removal schedules
- Perform any other duties as assigned by CEO

QUALIFICATIONS AND SKILLS

- Advanced college degree(s) and/or trade school degree with demonstrated supervisory experience
- 3-5 years of supervisory experience, ideally in an educational environment
- Highly skilled in all aspects of basic maintenance
- General understanding of electrical, mechanical, HVAC systems, plumbing, grounds maintenance, building cleaning procedures
- Valid PA driver's license required
- Ability to use computer technology efficiently
- Ability to handle confidential information appropriately
- Ability to adjust to ever-changing demands
- Ability to read and interpret blueprints
- Ability to sit for an extended period of time
- Ability to lift, carry, push, or pull 50lbs
- Ability to kneel, crouch, bend, and reach to retrieve and handle materials and supplies
- Adequate vision to perform responsibilities and duties

Note: Heritage provides a robust benefits package, which includes:

- UPMC Health Plan coverage
- Flexible Spending Account
- 401(k) plan with match
- Short-term, long-term disability, and life insurance
- Paid time off and paid holidays
- Employee Child Education Benefits for Heritage Programs

For over forty years, our distinctive combination of the highest-quality and respected programs in Transportation, Education, and Nutrition has afforded Heritage Community Initiatives to be uniquely positioned - and privileged - to continue our long-standing mission to enhance the social mobility of thousands of under-resourced individuals, families, and children in Allegheny County. We are looking for exceptional individuals to join our team of dedicated professionals - 17% of whom have been with us for more than a decade.

We look forward to hearing from you and discussing our robust compensation and benefits package as well as how Heritage Community Initiatives can play a key role in your career path.

Applicants are asked to send a cover letter and a copy of your resume to humanresources@heritageserves.org and please visit our website for additional information about Heritage Community Initiatives – www.heritageserves.org.