

# COMMUNITY FORWARD SF

**TITLE: Facilities Operations Director**

**REPORTS TO: Chief Financial Officer (CFO)**

**SALARY: 75-85K DOE**

**The Facilities Operations Director** is responsible all building-related activities. The position is responsible for preserving the good condition of infrastructure and ensuring that all our facilities are safe and well-functioning.

The ideal candidate will be well-organized and able to optimize the use of space and equipment while reducing operating costs. Leadership abilities and phenomenal efficiency.

The goal is to ensure that the operations of our community programs are problem-free and safe so that our clients and employees can work under the best conditions.

## RESPONSIBILITIES

- Plan, coordinate, and maintain all installations (telecommunications, heat, electricity, etc.) and refurbishments
- Manage the upkeep of equipment and supplies to meet health and safety standards
- Inspect buildings' structures to determine the need for repairs or renovations
- Develop and maintain agency disaster plan
- Train staff in building evacuation protocol
- Review utilities consumption and strive to minimize costs
- Supervise all facilities staff and/or contractors (custodians, technicians, groundskeepers, etc.)
- Control activities, waste disposal, building security, etc.
- Coordinate capital purchases in accordance with the federal OMB requirements
- Allocate office space according to needs
- Allocate space in accordance with program clients' needs
- Work with CFO to manage insurance plans to mitigate risk
- Manage facilities service contracts
- Manage lease agreements for leased buildings
- Maintain physical inventory and tracking system for agency assets
- Keep financial and non-financial records
- Perform analysis and forecasting

## REQUIREMENTS

- Proven experience as facilities manager or relevant position
- Well-versed in technical/engineering operations and facilities management best practices
- Knowledge of basic accounting and finance principles
- Excellent verbal and written communication skills
- Excellent organizational and leadership skills
- Good analytical/critical thinking
- BS/BA in facility management, engineering, business administration or relevant field