



### Associate Director of Facilities

- Act as Director in the absence of the Director of Facilities
- Supervision of day-to-day coordination of transportation services for Senior Center and After school program
- Responsible for ensuring that buses are in compliance with yearly registration renewal and DOT inspection
- Supervision of CDL drivers
- Ensure that staff are compliant with yearly required medicals and testing
- Management of vendor relations
- Oversee the programming, function, and accurate use of all building systems such as the HVAC, Fire Alarm, Surveillance, Security Alarm, and Access Control
- Lead the efforts of snow shoveling of sidewalks, flood remediation, and grounds upkeep during *storms, attending to security breaches, and other emergency situations.*  
Function as the onsite Fire and Safety agent with the means and licenses to comply with the FDNY and DOB requirements including acting as Fire and Safety Drill Conductor and Indoor Place of Assembly Safety Personnel and obtaining any other Certificate of Fitness needed.  
Clean and disinfect facility as required
- Other related duties as assigned

### *Qualifications*

- Candidate must have at least five (5) years' recent experience managing a maintenance and transportation staff.
- Strong supervisory skills with the ability to manage maintenance department staff
- Facilities/Operations experience with strong working knowledge of building systems
- Proficiently skilled in plumbing, electrical, mechanical, and basic construction
- Must have a current driver and CDL license with endorsement
- Working knowledge of Microsoft Word, Excel, and Outlook
- Superb customer service skills
- Ability to communicate clearly with all levels of leadership and respond to emergencies 24/7
- *Required: 10 and 30 hour OSHA certificate*