



We house, feed, and support those in need with compassion and dignity.

Job Posting

Title: **Director of Facilities**
FLSA Status: **Full-time, Exempt**

Reports to: **COO**
EEO Code: **2**

Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those most in need with compassion and dignity.

Position Summary:

The **Director of Facilities** contributes to the Agency's mission by caring for the physical portfolio, i.e. all buildings, property, machinery, equipment, vehicles, and tools, through regular cleaning, repair, and maintenance of the grounds, buildings, systems, vehicles, and their mechanical components.

Essential Duties and Responsibilities:

- Ensure 85% or better consistent occupancy of rental units through effective collaboration with the Housing and Services department
- Maintain Agency's grounds, buildings, vehicles, and mechanical components as directed
- Organize and manage a system for prioritizing and completing requests for maintenance across multiple buildings and departments
- Supervise and lead a team of up to 5 direct reports
- Ensure grounds and buildings pass HQS (Housing Quality Standards) inspections
- Develop and implement procedures to ensure compliance with federal, state and local regulations (OSHA, Louisville Metro Government Codes and Regulations)
- Collaborate with the Director of Accounting in developing an annual budget
- Develop, oversee and manage the budget and resources allocated for maintenance and facility improvement
- Assist in the inspection of security systems, fire alarm systems, extinguishers, smoke detectors, and fire exits to ensure readiness for emergencies
- Assist in obtaining and maintaining equipment and supplies needed to complete tasks
- Advise the Chief Operating Officer (COO) of issues and needs related to maintenance/grounds project
- Work independently to assess the needs of the Agency's facilities in order to maintain property and equipment properly
- Work cooperatively with clients, staff, volunteers, and vendors to effectively meet the maintenance needs of the Agency
- Work with the Director of Volunteers and Conference Affairs to develop and complete projects that beautify and improve SVDP grounds and buildings
- Other duties as assigned

Specific Knowledge, Skills, Abilities:

- Knowledge of and experience in property management in government subsidized housing
- Skilled or knowledgeable in HVAC

- Skilled or knowledgeable in commercial and residential electrical
- Skilled or knowledgeable in carpentry, drywall, masonry, plumbing, mechanical and/or automotive
- Knowledgeable of local codes and regulations, as well as HQS standards
- Skilled and experienced in project management
- Ability to manage, oversee and prioritize multiple projects
- Ability to climb ladders, stoop, crawl, reach - are all essential functions of the job
- Knowledge of safety requirements for the tools/machinery used
- Ability to communicate clear concise instructions to staff
- Excellent auditory and vision skills
- Ability to interact effectively and professionally, as a leader, with diverse staff, volunteers, vendors, and clients
- Self-starter; Must be proactive and a problem solver
- Superior organization, prioritization, and self-motivation skills
- Ability to plan, coordinate, monitor, and motivate the activities of others
- Ability to listen (e.g. clients, staff) and to understand and respond positively to their requests
- Ability to lift a minimum of 75 pounds

Education, Qualifications, Certifications, Trainings, Licenses:

- High School diploma/GED
- HVAC Certification and/or any Mechanical License
- A combination of education, training, and experience that results in demonstrated competency to perform the work may be substituted
- Five or more years of direct management experience required in the building trades
- Valid Driver's License
- Successfully pass required pre-employment background and drug screening
- Commitment to the mission and goals of St Vincent de Paul

Reporting to this position: Safety Coordinator, 4 Maintenance Techs, Numerous Volunteer Leaders

Physical Demands/Effort/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to operate a motor vehicle, talk and hear. The employee is regularly required to stand, walk, sit, use hands and fingers, and reach with hands and arms. Must be able to climb stairs. The employee occasionally lifts and/or moves up to 75 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The job may be performed in areas/neighborhoods that could be considered threatening. Work may occasionally be performed at night, on weekends, and in inclement weather.

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the "at-will" doctrine adhered to by St Vincent de Paul.

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

SVDP will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background check.

To Apply:

Apply online: www.svdplou.org

Email cover letter and resume to: mtull@svdplou.org

Mail cover letter and resume to:

St. Vincent de Paul Louisville

Attn: HR Director

PO Box 17126

Louisville, KY 40217-0126

St. Vincent de Paul Louisville is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)