



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Title:	Facility Director
Reports To:	Vice President of Administration
Salary Range:	\$60,000 - \$70,000 based on education and experience
Job Location:	Office is in Naples, travel to Immokalee as needed

Job Summary

The Facilities Director is responsible for all aspects of our Club space for both the Nichols and Bolch campuses to include safety and security of the building and personnel, day to day work orders, preventive and long-term maintenance of buildings, vehicles and grounds plus supervises the custodial services.

Key Responsibilities

- Responsible for the overall appearance and cleaning of the Club facilities in Naples and Immokalee
- In collaboration with the facilities team, responds to and completes all work orders that are either emergency, routine, or preventive maintenance.
- Perform routine preventive maintenance to ensure that facilities continue to run smoothly, building systems operate efficiently, and buildings' physical condition does not deteriorate.
- Negotiates maintenance contracts with vendors (A/C service and maintenance, pool service, fire inspections, etc.)
- Write and implement preventative maintenance programs.
- Monitor repairs and maintenance expenses.
- Responds to facility emergency situations to resolve and prevent injuries or hazardous conditions.
- Maintain relationships with vendors and partners, actively addressing any concerns they raise, and proactively identifying and executing corrective measures to overcome challenges as they arise.
- Oversees outside contractors (negotiates work agreements, oversees work to ensure satisfactory completion, approves payments.)
- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices.
- Guide and educate the team on the correct handling and upkeep of all equipment, efficient work methodologies, asset management, preventative maintenance, and processing of work orders.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, and parts catalogs as necessary.
- Order parts, supplies, and equipment from catalogs and suppliers or obtain them from storerooms.
- Utilize online tracking systems and software to monitor equipment performance, maintenance schedules, and inventory levels.
- Primary contact for alarm systems at Club facilities.



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- Maintains Club vehicles in a safe operating condition through prescribed regular vehicles inspections, including washing, cleaning windows, mirrors, vehicles interior and exterior; check and maintain fuel, oil, and water levels; check brakes, break lights, and doors; report and log all findings, defects, and malfunction to appropriate personnel.
 - Provides set up and removal of tables, chairs and other equipment for events, daily meetings, and classes.
 - Assist with pickup and delivery of supplies, equipment, and donated items.
 - Prepares time-oriented task lists for accountability.
 - Hire, train, and manage custodial staff of 6 people between two sites.
 - Approves and edits department payroll.
 - Write and conduct annual employee appraisals for custodial and maintenance staff.
 - Review, approve, and code invoices for payment.
 - Participates in training / educational opportunities to expand knowledge and skills.
 - Must attend staff meetings and participate in staff training events.
 - Performs other related duties, including, but not limited to, painting, repair/maintenance, contract review, and recommendation.
 - Complies with and promotes all organization policies and procedures, including the Drugfree Workplace policy.
 - Follow all OSHA and organizational safety rules.
 - Performs other duties as assigned, requested, or deemed necessary by management.
 - Regular attendance is a requirement of this position.

Experience & Qualifications

The successful candidate will have a minimum of 5 years' experience, 2 with supervisory experience, in facility operations at a professional level where knowledge, experience, and competency in the above key roles were acquired. Demonstrated ability to plan, organize, and direct facility operations. Ability to recruit, supervise, train, and retain employees. Ability to handle operational crises and resolve facility issues promptly. The successful candidate will also be able to work independently, be highly flexible, and willing to work in a fast-paced environment.

Bilingual English/Spanish a strong plus.

Additional Qualifications

- Pass a criminal background check.
- Valid drivers license and ability to drive organization vans.
- Thorough knowledge of general facility maintenance, including basic maintenance, plumbing and minor repairs.
- Mandatory CPR and First Aid Certifications (can be obtained after employment).
- Advanced knowledge of Microsoft Office, including excel, word, and outlook.



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Physical Demands and Working Conditions

- Travel between Boys & Girls Clubs of Collier County sites and schools as well as in the community is required.
- Must meet the insurance standards of Boys & Girls Clubs of Collier County.
- Hours are based on school calendar and attendance patterns/trends – evening hours may be required during the school year; hours will vary during summer and school breaks; occasional weekend hours are required.
- The position involves lifting; bending; reaching with hands and arms; climbing or balancing; stooping, kneeling, standing, walking, crouching, or crawling; frequent interruptions via in-person contact, phone calls, and email are expected.
- Will be subject to indoor and outdoor environmental conditions based on activity location.
- Required to work around youth and adults where noise levels may be moderate to high during activities.
- Physical exertion may be required to lift supplies, tools, and equipment up to 25 pounds.

Education

- Bachelor's degree in Facilities, Engineering, Project, Construction or Operations Management preferred.
- Associate's degree or technical degree in a related technical field may be substituted for 4-year degree based on additional years of experience.

Compensation

\$60,000 - \$70,000 commensurate with education and experience. Benefits include health, dental, vision insurance; retirement plan with company match; vacation, personal, holiday paid leave, and performance based bonuses.

To Apply

Qualified interested candidates please send resume to the Human Resources Dept. at hr@bgccc.com.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

EOE/DFWP/SFWP