

FLINT CULTURAL CENTER CORPORATION

601 E Second Street

Flint, MI 48503

Job Posting

Job Title: Director of Facility Operations
Location: Walker Place
Reports To: COO
FLSA Status: Exempt – *This is a Full-Time, Salaried position. Pay range is based on experience.*

GENERAL DESCRIPTION

Oversees and coordinates building operations, directing routine maintenance, responding to emergencies, managing risk, managing 3rd party contractors, site inspections, training staff and major capital projects for campus common areas and Flint Cultural Center Corporation (FCCC) operated facilities.

RESPONSIBILITIES

- Position supervises and directs the Facilities Manager, Grounds Team Supervisor, and Maintenance Technician.
- Facilitates the development of an overall plan for maintenance of FCC facilities.
- Works with the COO to generate annual operating budget for the department.
- Develops plans for grounds care and maintenance, including seasonal needs and special events.
- Coordinates FCCC building/campus improvements and additions. May serve as owner rep and manager for selected projects.
- Under the direction of the COO, assist in developing costs analysis for managed departments to ensure proper billing to campus partners/clients.
- Maintains/updates FCCC capital budget and identifies priorities.
- Works with others to help ensure that the conditions of plans and specifications on construction projects are met by contractors by observing progress being made in the field, reporting observations to those tasked to manage the project, and assisting with the review of any modifications that may be suggested during the construction of a project.
- Ensures compliance with all OSHA regulations and other local, state and federal government regulations.
- Supervises and administers the safety program for all grounds, custodial, and maintenance staff.
- Coordinates/responds to requests for rental of campus common areas.
- Consults with institutions concerning emergency management/snow emergencies/crisis planning.
- Assists in the analysis of operating efficiencies.
- Works with the Development Department to support grant procurement and reporting.
- Additional duties as assigned.

EDUCATION/ EXPERIENCE/QUALIFICATIONS/SKILLS

- High School Diploma, GED, or equivalent education required. Bachelor's Degree preferred.
- 5-7 years of facilities management experience, preferably in a non-profit environment.
- Supervisory experience required, management of budgets, department or projects a plus.
- Ability to manage multiple priorities, exceptional organizational, interpersonal and analytical skills.
- Able to communicate and interact effectively with all levels of staff throughout the campus to determine needs, provide information, resolve problems.
- Basic understanding of the building trades and construction practices.
- Proficiency with MS Word and Excel
- Willingness and ability to work the hours necessary to meet the needs of our customers (both internal and external) and achieve departmental goals, to include working outside of the standard office hours and weekends.

Posting Date: 4.21.22
Apply To: Email resumes to hr@fcccorp.org

The Flint Cultural Center Corporation is an Equal Opportunity Employer