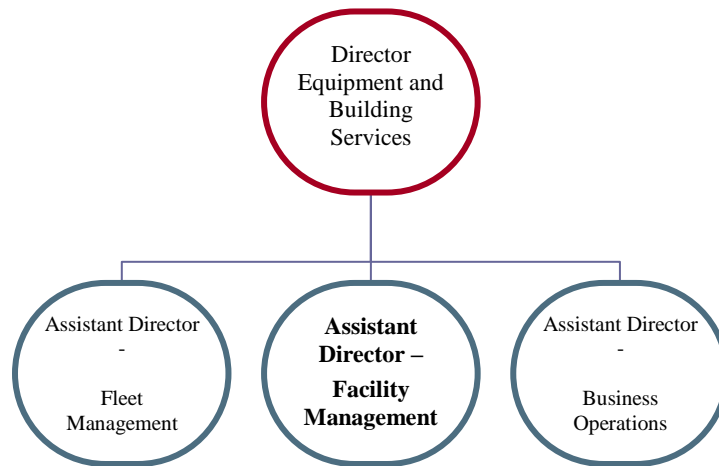




## **Equipment and Building Services Department Assistant Director – Facility Management**

Equipment and Building Services (EBS) is seeking an experienced individual to serve as one of three Assistant Directors. This is an executive-level position responsible for maintenance, repair, and operation of a diverse portfolio of City facilities. This position reports directly to the Director of Equipment and Building Services.



The department currently has and is committed to maintaining certified management systems for environmental management (ISO14001), occupational health and safety programs (OHSAS 18001), and quality management (ISO9001). Experience with similar programs is desirable.

EBS provides maintenance, operations, and repairs for over 700 City-owned buildings or leased spaces totaling over 13.3 million square feet. The portfolio includes City Hall, the Municipal Courts Building, libraries, fire stations, the Morton H. Meyerson Symphony Center, Dallas Museum of Art, City Performance Hall, recreation centers, and other facilities. A number of facilities were designed to achieve Leadership in Energy & Environmental Design (LEED) certification (certified, silver, and gold levels) over the past decade. The candidate selected for this position will be expected to lead the operations and maintenance staff and contractors in a manner than results in efficient operation of each facility. This division of the department is also responsible for custodial services in approximately 4.3 million square feet of space through a combination of City staff and service contracts. In addition, the division provides security services at nine facilities through a combination of City staff and service contracts.

Primary responsibilities of the position are to plan, direct and provide executive management to a division of approximately 250 employees. The position is responsible for providing administrative direction, procurement guidance and support, contract monitoring and administration, operations review and quality control of the assigned division and/or departmental programs. The incumbent will plan, organize and direct, through subordinate

manager(s), the day-to-day operations of the division as well as assign and review performance of subordinate managers and supervisors. Major initiatives either currently underway or pending that the incumbent will provide leadership to include establishment of a facility management strategic plan, deployment of a new computerized maintenance management system, completion of a major facility condition assessment, expansion/replacement of an electronic access control system, and replacement of major fire alarm panel and systems. The position will maintain and enhance communication and coordination with other divisions/departments involved in facility capital improvements (planning, design, and construction).

The Assistant Director may act for the Equipment and Building Services Director in his absence or at his direction and/or represent the Department to the public, other municipalities, businesses, boards and commissions. The position works closely with other EBS divisions and City departments and effective customer service is critical.

The ideal candidate will be:

- A decisive and visionary leader with solid management skills and have the ability to motivate others
- A visible leader throughout the department and City organization who inspires trust and has outstanding people skills
- Politically astute with the ability to build productive relationships with the community, various stakeholders, and customer departments
- An effective communicator, both verbally and in writing
- Certified/accredited as a facility manager/professional/administrator by an industry-recognized entity
- Knowledgeable of the principles of public administration and personnel management with demonstrated ability to plan, direct, and coordinate the work of others through subordinates
- Capable of managing staff and providing leadership to provide a clear understanding of the division's core goals through regular and consistent communication
- Experienced in capital improvement program implementation
- Knowledgeable of principles of energy management

Must have:

- Thorough knowledge of business principles, practices and techniques used in department management including but not limited to procurement and contract administration
- Clear focus on both internal and external customer service
- Demonstrated ability to work collaboratively with diverse stakeholders in accomplishing goals by balancing competing priorities and demands in a fast-paced work environment
- Ability to interpret and apply federal, state, and local policies, laws, and regulations, as well as relevant legislation
- Ability to establish and maintain effective rapport with all levels of city management / officials, vendors, media, and the general public
- A track record of absolute integrity and honesty in professional and personal matters
- Excellent ability to analyze and project financial and other data
- Strong presentation and public speaking skills
- Demonstrated ability to guide the professional development of staff

Essential Functions:

- Keep the Director apprised on division activities, results, and performance
- Monitor progress of service delivery elements through procedures and strategies to accomplish timely and effective use of available services
- Active participation in development and review of emergency evacuation and response plans and drills
- Manage and coordinate special research requests and coordinates responses to the City Manager or City Council to provide accurate and timely results

Candidates must also be willing to take risks and attempt innovative approaches to issues; critically review information and investigate issues. They must also have the ability to accept ambiguity and contradiction as a natural part of the working environment.

Requirements:

- Completion of a bachelor's degree from an accredited college or university with a focus in Public Administration, Business Administration, Management, Civil, Mechanical, or Architectural Engineering, Architecture, or a closely related field
- At least eight years of broad, extensive and progressively responsible experience in the general management of facilities with responsibility for planning, organizing, coordinating and directing mechanical, electrical, plumbing, carpentry, roofing, custodial, and security staff and contractors
- At least three years of in-depth experience using a computerized maintenance management or work order system

*Any combination of education and experience that would likely provide the required knowledge skills and abilities will be considered and may be qualifying.*

Salary DOQ + benefits, position open until filled (Salary range: \$88,006, - \$148,154)

**Position is open until filled and interested applicants should apply as soon as possible as applications will be reviewed continuously.**

*Note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure.*

**APPLICATION PROCESS:**

Interested qualified candidates MUST submit an application, letter of interest, resume, salary history, and the names and addresses of three (3) professional references online via NeoGov at: <http://agency.governmentjobs.com/dallas/default.cfm>

**\* Applications must be complete and all required documents must be attached at the time of submission.**