



**BOYS & GIRLS CLUBS
OF METRO SOUTH**

Facilities Director

Boys & Girls Clubs of Metro South is the preeminent youth development organization in Southeastern Massachusetts, serving more than 2,500 youth annually from infancy to adulthood from nearly 50 zip codes at our Clubhouses in Brockton and Taunton, 100-acre Camp Riverside property, and at several community extension sites across the region. BGCMS is fueled by a critical mission *"to nurture strong minds, healthy bodies and community spirit through youth-driven, high-impact programming in safe and fun environments"* to ensure that every child in need of support, opportunity, and belonging has a positive place to spend their out-of-school hours. We hold an intrinsic belief that every child deserves an equal chance to pursue the American Dream – to have a genuine opportunity to realize their full potential to achieve a great future.

Boys & Girls Clubs of Metro South is seeking a Facilities Director who will serve as the foreman of Clubhouse Facilities Coordinators and part time staff members engaged in varying degrees of semi-skilled and skilled labor required to host a variety of events within the facilities. The position requires some independent work, and at times, will be the only management staff at the Club during some events. Responsibilities include carrying out all maintenance, construction, HVAC, electrical, plumbing, carpentry, and painting as assigned by Vice President of Operations. Activities associated with the job require considerable knowledge of building maintenance and construction trades, considerable supervisory experience, good organizational, interpersonal and decision-making skills and sufficient strength and agility to perform the physically demanding aspects of the job.

Job performance is evaluated by the Vice President of Operations through review of the quality and timeliness of completed job assignments, ability to interact effectively with supervisors, vendors, coworkers and the public, supervisory skills, knowledge of routine and preventive maintenance activities associated with Boys & Girls Clubs of Metro South, decision making and organizational skills and the ability to consistently adhere to established policies and procedures pertaining to maintenance operations.

ESSENTIAL FUNCTIONS:

- May supervise small crews in assignments of basic construction, maintenance work and event set up and take down, custodial and related activities.
- Provides supervision and training to Facilities Coordinators as directed by Vice President of Operations.
- Assist Vice President of Operations in scheduling the Facilities Coordinators work hours based on event needs and project demands.
- Performs facility maintenance, landscaping, snow removal and custodial services
- Oversees and performs event and program set up, take down, and may assist with clean up.
- Performs all levels of repair, replacement, renovation, and plumbing work to include fixtures, fittings, lines, and all related work
- Performs all levels of repair, replacement, renovations and work to include framing, paneling, ceilings, doors, windows, and related work
- Performs all levels of repair, replacement, renovations, and new electrical work to include lighting, switches, receptacles, motors, conduits, and other related work.
- Performs all levels of painting applications, preparation of surfaces, scaffolding, and other similar work.
- Performs all levels of troubleshooting, repair, replacement of components, cyclic preventive maintenance and other work on the HVAC equipment in accordance with equipment maintenance agreements and contracts.
- May use creativity and engineering to design, build, and construct basic structures, accessory fixtures, or necessary equipment for effective Club operation.

- Responsible for assistance of maintaining an inventory and acquisition of the correct amount of supplies, chemicals, and materials essential to performing the above duties.
- At direction of the Vice President of Operations supervises contract or part time labor
- Insure the safety at all events. Insures buildings are properly maintained, clean and free of any obstacle or hazard.
- This list represents the essential tasks performed by this position. Employee may be assigned additional duties by management as required

QUALIFICATIONS:

- Graduation from high school or GED; a minimum of three (3) years' experience working in comparable work preferred; considerable experience in plumbing, carpentry and/or electrical repair; ability to interact with the co-workers and members in a tactful manner; sufficient strength and agility to perform the physically demanding duties in a variety of weather conditions; good organizational, interpersonal and decision making skills; ability to consistently follow established policies and procedures; or any equivalent combination of education and/or experience to provide the following critical knowledge, abilities and skills:
- Thorough knowledge of building maintenance processes and procedures including associated technologies, building code requirements, etc.
- Considerable knowledge of building management and maintenance practices and procedures.
- Considerable knowledge of budgetary principles and practices including the procurement and purchasing of supplies and materials utilized for maintenance operations.
- Considerable knowledge of the materials and methods commonly used in the maintenance activities of specific job function associated with a wide variety of repairs.
- Considerable knowledge of the occupational hazards and the standard safety precautions of maintenance activities including Material Safety Data sheets.
- Ability to effectively supervise and direct the activities of assigned personnel in an effort to achieve above industry standards for the overall operation of the Clubs.
- Ability to lead, train and motivate staff involved in maintenance activities as directed by Vice President of Operations.
- Ability to make timely and appropriate decisions to situations encountered on the job.
- Ability to work under pressure and consistently meet established deadlines.
- Ability to lay out jobs and provide cost and material estimates.
- Considerable knowledge of commonly utilized software programs including Microsoft Office, Excel, Internet, email, etc.
- Skill in the use of various power and hand tools, equipment and machinery related to the work and in the operation and maintenance of assigned equipment.
- Skill in electrical, plumbing, HVAC, carpentry and preventive maintenance.
- Must be flexible to work varied hours and days as required, including nights, weekends and holidays.
- This position does not provide for remote work options.

How to Apply:

Please email your cover letter and resume to nhausman@bgcmetrosouth.org or mail to:

Nate Hausman | Vice President of Operations
 Boys & Girls Clubs of Metro South | Club Support Center
 19 Court Street | Taunton, MA 02780

Salary Range:

\$62,000-\$68,000

Benefits: Medical, Dental, STD, LTD, Life, 401k, etc.

Other Benefits: Clothing Allowance/Club Issued Vehicle & Necessary Fuel

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers are contingent upon passing a thorough background check including a CORI, SORI and National Criminal History Background check. Boys & Girls Clubs of Metro South is an Equal Opportunity Employer.