



JOB ANNOUNCEMENT

Director of Facilities

ORGANIZATION OVERVIEW

Riverdale Neighborhood House (RNH) is of, by, and for its local community. Established 151 years ago, our mission is to strengthen our community in the Northwest Bronx by delivering programs and ensuring access to resources that build bonds, create networks, and promote equity across generational, cultural, racial and economic lines. We work with a vibrant, diverse, community encompassing 50,000 residents who live in an area bordered by the Hudson River, Van Cortlandt Park, Manhattan, and Yonkers. RNH anchors our work in a regular needs assessment of our community. We provide an array of services and programs to community members of all ages, including Universal Pre-K, after-school enrichment, college preparation, teen internships, community art and fitness classes, senior telephone reassurance, a community pool, volunteer programs and the Food and Farm Hub, which consists of an urban garden and mutual-aid fridge.

RNH is headquartered on a 1.3 acre campus at 5521 Mosholu Avenue. At this location, RNH operates three buildings, a seasonal pool, a basketball court, a 3000 square foot garden, and two playgrounds. This infrastructure dates back as far as 1936. RNH has secured substantial capital monies to upgrade and develop its buildings and grounds over the next three-years, and has set an ambitious goal to become the first carbon-neutral campus in the Bronx by 2030.

POSITION DESCRIPTION

The Director of Facilities reports to the Executive Director and is part of the Leadership Team of RNH. The Director is responsible for the overall management, upkeep, repair, safety and cleanliness of RNH's buildings and grounds as well as for the supervision and coordination of the maintenance team. An experienced project manager, the Director of Facilities is also responsible for coordinating and managing construction and development capital projects that take place at the Mosholu Avenue campus, acting as RNH's primary point-person with external developers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Major Projects and Capital Improvements
 - Work with the RNH Board, Leadership Team, and outside consultants to develop the master capital improvement plan for achieving an open, accessible, carbon neutral campus at RNH's Mosholu Avenue site
 - Develop comprehensive RFPs for capital works projects
 - Lead the contractor selection process, evaluating proposals from Architects, Engineers, Construction teams and other trades
 - Ensure contractors align with project goals and standards
 - Oversee the day to day work of selected contractors

- Ensure projects are executed on time and within budget. Monitor contractor performance and adherence to contractual obligations
- Work closely with the finance team to track project budgets
- Ensure all projects meet insurance and liability standards and work with RNH insurers and counsel as required to develop those standards
- Facilities Management
 - Manage the schedule and activities of the maintenance team staff (currently a team of four) and external contractors, vendors, and operators providing ongoing maintenance to the campus and its buildings
 - Ensure the successful opening, operation, and closing of the RNH campus, meeting the needs of Program staff for support and for access to the campus and ensuring the security of the campus.
 - Develop standard operating procedures (including daily, weekly and month schedules) to ensure the safety, upkeep and cleanliness of all RNH property, increasing operational efficiency and security.
 - Inspect work performed by in-house team and external contractors to ensure it meets specifications and established standards.
 - Ensure ongoing compliance with facility related regulations, policies and procedures, including but not limited to those related to OSHA, DOHMH, DOE, FDNY, and DOB guidelines. Represent RNH at hearings related to violations of these regulations, policies, and procedures
 - Perform maintenance tasks as required, including HVAC maintenance, plumbing, carpentry, painting, set-up and breakdown of equipment
 - Ensure an inventory of equipment is maintained and updated, at least, quarterly and that supplies are available in adequate quantities at all time
- Supervisory Responsibilities
 - Develop the professional development plans of each of the maintenance team staff, targeting 10-20 hour per year of professional development training for each team member
 - Attend Leadership Team meetings.
 - Hire and on-board the maintenance team members
 - Perform other duties as assigned by the Executive Director

QUALIFICATIONS

The ideal Director of Facilities candidate will have the following qualifications and experience:

- Experience managing a facilities management staff
- Experience with major capital project management
- Strong written and oral skills
- Exceptional organizational and time management skills
- Experience developing and managing budgets, ideally using Excel
- Ability to multitask and prioritize departmental functions to meet deadlines

- Ability to work independently
- Ability to work with people from diverse backgrounds.
- Knowledge of HVAC, plumbing, electrical and other building systems
- Excellent interpersonal skills, ideally in a public facing environment
- OSHA, S-95 and F-07 certified or completed within 60-days of hire
- Proficiency in Google Workplace preferred
- Experience in implementing sustainability practices, preferred
- English/Spanish bilingual preferred.
- Successful Background Check and State Central Registry clearances required

EDUCATION / EXPERIENCE

- College degree preferred but will consider applicants with a high school diploma / HSE and at least 10 years of demonstrated facilities and maintenance experience with at least five years of supervisory experience.
- Documented history of on-time work schedules.

WORK CONDITIONS / PHYSICAL DEMANDS

- Frequent traveling around the RNH campus and to local vendors as required.
- Frequent physical repair work
- Regular lifting and transporting of moderately heavy objects, such as tables, chairs, equipment and boxes.

COMPENSATION AND WORK SCHEDULE:

- \$72,000 to \$84,000 commensurate with experience
- 40-hour on-site work week with on-call availability (including weekends).

Employee Benefits

- Vacation allowance, paid holidays and sick time. RNH also closes for one-week period at the end of the calendar year
- Health Insurance, Dental Insurance, Life and Disability Insurance
- 403(b) Thrift Plan
- Commuter Benefits

EQUAL OPPORTUNITY EMPLOYER:

RNH is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any characteristic protected by federal, state, or local law

Work authorization - United States (Required)