**Director of General Services**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

The Director of General Services is responsible for the oversight of maintenance and community plant operations. Managing the Hospitality and Maintenance Managers. Ensure efficient and effective services by monitoring services and activities. Establishes quality control standards and manage resources to enhance plant and community operations. Maintain furniture inventory and a comprehensive replacement/repair schedule. Assist in developing recommendations and writing project scopes for community maintenance and renovations.

Assists with the monitoring of external construction contractors for renovations and special projects including emergency situations. Maintain daily communication with key administrators and staff regarding special events and unique furnishing/set up arrangements. Monitors after hours’ calls including monitoring and approving any required overtime.

Partners with staff to complete building assessment tours to monitor damages and special projects and complete necessary documentation. Assist with the development and implementation of a preventative maintenance plan.

Assist with monitoring residential renovations and construction projects including reviewing of specifications, scopes, and timelines. Assist in space management for community. Coordinate procurement of services, equipment, and materials for renovations and special projects. Manage specifications for projects in concert with Maintenance department. Create annual schedule for facilities projects. Establish and evaluate annual goals and objectives to improve operational functionality.

**RESPONSIBILITIES**

* Plan, review and coordinate maintenance of building mechanical systems to include the electrical, plumbing and mechanical systems along with all EVS equipment.
* Monitors work orders, cost accounting, project status, and ensures compliance with standardized Federal, State metrics.
* Make daily inspections of campus for compliance with environmental, health and safety standards which includes monitoring areas such as HVAC, electrical, plumbing, carpentry, elevators, roofs, building access systems and other infrastructure systems.
* Reviews building maintenance inspections and preventative maintenance schedules for accuracy and completeness.
* Attends “Showtime” meetings and hospitality training with Housekeeping, Security, Safety, Maintenance and Renovations teams. Conduct regular meetings with VP of Development and General Services and discuss operational concerns.
* Manages diversified objectives and applies knowledge of building maintenance, construction and renovations, in efforts to enable the effective and safe use of on campus.
* A condition of employment includes periodic “on-call” status, and will be required to work continually when requested to restore services, effect shut-downs or manage and assist in emergency situations. Will be required to work some weekends.
* Reviews mechanical plans and specifications prepared by architectural and engineering firms to determine compliance with sound professional practices and established standards, codes and regulations; reviews requirements for plumbing, sewage, water supply, electrical and electronic equipment, elevators, air conditioning, heating and ventilating systems (HVAC), for proposed and existing structures.
* Prepare annual budget and is responsible for identifying matters needing emergency attention.

**QUALIFICATIONS**

* Bachelor’s degree in mechanical or electrical engineering, building construction, facility management, or similar discipline, or equivalent combination of training, education, and experience that provides the requisite knowledge, skills, and abilities.
* Experience in building, housekeeping, and POM management in a similar management capacity at or above a supervisory or coordinator level.
* Understanding and experience working with:
	+ fire alarm systems
	+ multi-user telephone systems
	+ nurse call
	+ audio visual equipment
	+ industrial cleaning equipment
	+ electronic security surveillance systems.
* Considerable knowledge of building and facility maintenance, and the inspection, repair, and management of such.
* Demonstrated knowledge of energy management and control systems related to building automation and central plant systems.
* Considerable knowledge of mechanical systems, piping, plumbing, HVAC systems, electrical systems, and building access programs and systems.
* Demonstrated knowledge of vendor and contractor requisition systems and processes.
* Demonstrated skill in reading schematics, blueprints, and various building structure diagrams and layouts in efforts to ascertain the status of, and repair and maintain basic and complex buildings and infrastructures.
* Demonstrated ability to communicate effectively, both verbally and in writing, and convey matters to large diverse audiences (staff/contractors/vendors), and provide quality customer service.
* Demonstrated ability to monitor and maintain quality control standards.
* Working knowledge of Commonwealth of Virginia procurement standards and processes
* Previous experience managing large buildings and facilities, hospital, local municipality, or state/federal government agency.
* Physical Requirements:
	+ Must be able to dead lift 50 pounds and hold for three minutes.
	+ Must be able to work in the boiler room at temperatures between 105 and 110 degrees F.
	+ Must be capable of climbing through a drop ceiling of 8 to 14 feet and working above to make repairs, install new wires/circuits.

**BENEFITS**

* Health & Dental Available Day 1 for new employees!
* Dental Insurance
* Life Insurance
* Long-term Disability Insurance
* Medical Insurance
* Short-term Disability Insurance
* Employee Assistance Program
* Retirement Plan with employer match
* Also we have a 403B plan for our retirement plan. The company matches up to 4% dollar for dollar after the employee meets one year of employment.
* Paid Time Off (PTO)
* Employees start earning PTO right away but can not use if for the first 90 days. Employees earn 120 hours per year. It goes up after 5 years.
* Employee Discounts
* Excellent Advancement Opportunities
* Scholarship Program for Employees/Family Members
* Tuition Assistance
* Six paid holidays
* Vision