



## JOB POSTING

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**Job Title:** Director of Facilities and Construction  
**Status:** Full Time  
**Number of Positions:** 1

**Classification:** Exempt  
**Reports to:** Executive Director  
**Posting Deadline:** October 31, 2018

### Description

The Director of Facilities and Construction plans, directs and evaluates programs and projects in support of the institution's facilities, including engineering, construction, maintenance, operations, utilities, housekeeping, grounds, safety and security. The Director of Facilities and Construction works with zoological, program and guest services staff in the design, construction, operation and maintenance of the building, enclosures/tanks, operating systems, and other facilities.

### Essential Responsibilities

- Selects, and oversees the work of, building contractors, with responsibility for cost, schedule and quality control.
- Supervises facilities personnel, hires and trains staff, responsible for scheduling, payroll/time keeping, and proactive management of employee relations.
- Plans, organizes, and forecasts the efficient completion of maintenance requests and projects required to maintain and repair facilities and equipment.
- Evaluates maintenance problems, develops a diagnosis, and provides guidance for correction while ensuring that all work is being performed to industry standards.
- Determines and prioritizes daily maintenance work, adjusts staffing to accommodate maintenance coverage for all 24 hour emergency calls.
- Responsible for developing, executing and maintaining all maintenance contracts and bid documents; maintains all equipment records, drawings, licenses and certifications.
- Oversees management, planning and implementation of in-house construction and renovation projects.
- Responsible for communicating and coordinating exhibit/building closures for repairs and maintenance to minimize guest experience impact.
- Operates medium to heavy equipment such as a forklift, vehicles, hand and small power tools, building systems, etc.
- Develops a continuous improvement plan for the department as well as each staff member, focusing on enhancing team skill set and productivity. Ensures that technicians are given ample feedback and are rewarded for success and understand areas of needed improvement.
- Analyzes and prepares a variety of reports/forms, billing invoices, engineering drawings, and general correspondence, manages all departmental purchases and the department budget, and compiles budget data.

### Requested Requirements

- Associate's degree in Engineering or a related field with three to five years of general construction and maintenance experience required.
- Minimum of three years of management/supervisory experience or any equivalent combination of education, training and experience that provides the required skills, knowledge and abilities.
- The ideal candidate will enjoy working within a collaborative environment and be a team player who will productively engage with others at varying levels of seniority.
- Minimum of 3 years of Building Trades experience; i.e. Carpentry, Plumbing, HVAC, automotive, Electrical and/or Industrial Painting strongly preferred.
- Possess excellent written and verbal communication skills and demonstrate ability to effectively communicate information
- Must be able to lift, push, and pull up to 50 pounds, and be able to sit/stand for long periods of time and be able to stoop, bend, and climb ladders
- Possess a valid NYS driver's license and maintain a clean driving record

### To Apply

Provide resume and cover letter to: [employment@aquariumofniagara.org](mailto:employment@aquariumofniagara.org). Please include "Director of Facilities" in the subject of any correspondence.

The Aquarium of Niagara is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.