



Job Posting

Title: Director of Facilities

*For more information on this full-time benefited position, please contact Human Resources at (317) 927-7508 or email employment@indianastatefair.com. To apply for this position, please visit <https://www.indianastatefair.com/p/about/employment1> and send the posted application and your resume to the email address above. The salary range for this position is \$75,010 to \$84,770. Thank you for your interest.

Position Summary

The Director of Facilities is substantially involved in the overall management of all facilities operations for the Indiana State Fairgrounds & Event Center consisting of over 50 buildings on approximately 250 acres. The Director coordinates repairs and physical maintenance of the campus, develops and ensures preventive maintenance is scheduled and performed on all equipment, and develops and maintains a Computer Maintenance Management System (CMMS) for the Fairgrounds facilities.

Essential Functions and Responsibilities

1. Creates, maintains and implements a preventative maintenance plan for all assets across the campus.
2. Develops long-range repair, rehabilitation, and replacement plans for building components such as roofs, elevators, HVAC, and masonry.
3. Builds, implements and maintains a new Computer Maintenance Management System (CMMS) covering all Fairgrounds facilities, equipment and assets.
4. Manages multiple contractors in areas of electrical, construction, roofing, HVAC, plumbing and Architecture & Engineering based on need.
5. Acts as the Energy Efficiency Program manager, responsible for developing and applying strategies for improving energy efficiency and lowering operating costs; develops and implements infrastructure projects related to energy and sustainability.
6. Participates in the development, management and monitoring of the annual operations budget for the Facility Maintenance department and the ISFC's 6-Year Capital Plan and budget.
7. Establishes and maintains an accurate record and inventory of assets.
8. Monitors facility maintenance efforts in the overall maintenance of the campus, including carpentry, plumbing, fleet maintenance, electrical, and HVAC.
9. Supports the ISFC's safety initiatives by promoting worker training in safety, repair, maintenance techniques, operational procedures and equipment use; ensures compliance of all state and federal OSHA regulations and codes.
10. Works closely with ISFC departments on special project planning throughout the year and for the annual Indiana State Fair.
11. Works events as needed throughout the year and during the annual Indiana State Fair; ensures the Indiana State Fairgrounds & Event Center is always show-ready.

Skill Requirements

1. **Excellent administration and management skills:** Practices business and management principles including resource allocation and production methods; strong ability to coordinate people and resources; sets an example for coworkers; ability to relate effectively to diverse groups of people.
2. **Ability to prioritize and manage projects:** Able to use sound judgment in evaluating the relative urgency of various issues; able to develop plans, direction and guidance on projects from conception to completion.
3. **Sound judgment and excellent decision making:** Considers the relative costs and benefits of potential actions to select the most appropriate short-term and long-term solutions; demonstrates a realistic understanding of key issues.
4. **Strong independent thinker and team player:** Able to offer original thoughts and viewpoints; works closely with other departments; supports group decisions; promotes a positive work environment.
5. **Highly customer focused:** Able to demonstrate a high level of service delivery; ensures customer satisfaction; manages and corrects service failures.
6. **Strong financial acumen:** Demonstrates knowledge and experience in developing and managing budgets; critically analyzes budget impacts.

Educational/Experience Requirements

- Bachelor's degree required, preferably in Facilities Management, Architecture, Engineering or Construction Management.
- Experience managing a comprehensive facilities and maintenance organization with budget management responsibility preferred.
- Possess knowledge of mechanical and electrical systems and their maintenance and operation, as well as application of BMS controls.

Job Complexity

This position requires a very high level of judgment, exceptional analytic ability and creativity in investigating and solving major and minor problems that require original and highly innovative solutions.

Supervisory Responsibilities

None

Supervision Received

This position receives only policy direction from the Senior Director of Facility Operations; the employee participates heavily in setting work objectives and is guided largely by organizational plans and projects.

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