



Position opening:	Facilities Director
Facility Name:	Lynnwood Convention Center
Location:	Lynnwood, WA

Job Title: Facilities Director
Department: Operations
Reports To: General Manager
FLSA Status: Exempt Salaried

Summary

The Facilities Director position directly supervises the and facility maintenance program as well as janitorial, technical, security services. This position is a varied, challenging, and rewarding role of project management, performance management, contract/service agreements, research and purchasing, strategizing future forward, and assisting with line-level work. An ideal candidate will possess previous experience in event facility operations with a background in facility and event support.

The Lynnwood Convention Center's purpose is to create, plan and execute outstanding event experiences. To achieve this, our employees must provide the highest levels of guest service by demonstrating our principles of being Professional, Resourceful, Accommodating and Precise, while always being Safe. To be successful in this role, candidates must be friendly and honest, build strong relationships, continually strive to provide a seamless experience, and be flexible to our guests' needs by providing quality services and products through detailed and accurate communication. Team members of the Lynnwood Convention Center must share in our values of being Adaptable to event needs, being Aware of guest requirements, showing strong Character, and being Team-centric. We are looking for talented individuals who model these values in their work behavior, decision making, personal contributions, and guest interactions.

Essential Duties and Responsibilities

- Manage all aspects of Facility Operations, Maintenance and Repair, including facility engineering (HVAC, Electrical, Plumbing, mechanical systems), technical services (A/V, IT, PBX), building security and custodial services.
- Follow the preventive maintenance program, energy management program and standard operating procedures for all machinery and equipment.
- Perform routine preventative maintenance and repair tasks throughout the facility
- Oversee needs assessment, maintain inventory and purchasing of tools and supplies.
- Update all vendor service agreements annually and implement quality controls to ensure contracted service is provided
- Conduct routine building inspections and note deficiencies and develop and monitor action plan for remediation.
- Oversee building safety and security program and related staff trainings.
- Respond to routine, precautionary and emergency alarms from building automation and life safety systems.
- Adhere to OSHA/ WISHA and other applicable safety codes.
- Assure facility readiness and smooth operation of events.
 - Manage Capital projects from idea creation/identifying need or innovation through RDP process and implementation.
- Assist in the preparation of the Annual Operating Budget and Capital Improvement Projects Budget.

- Manage outside vendors to ensure maintenance contract fulfillment, as well as procure bids for repairs as needed and oversee work.
- Manage special projects such as construction, remodeling or major repair. Works with outside vendor/contractors to assure compliance with contracts and safety requirements.
- Serves as Manager on Duty as required.
- Work extended and/or irregular hours including nights, weekends and holidays as needed.
- All other job duties/responsibilities as assigned.

Skills and Abilities:

- Previous experience in event facility operations with a background in, and knowledge of, technical or trade work and hospitality.
- 3-5 years of industry experience in event facility operations or similar industry, with 2+ years of supervisory experience.
- Valid CPR/AED-First Aid certification.
- 30-hour OSHA certification.
- Previous experience with audio/visual equipment, PBX systems, connectivity and computer network administration.
- The ability to work extended, irregular hours, including nights, weekends and holidays as required by the events.
- Possess thorough understanding of the operational procedures, facility capabilities, industry terminology, event-related services and technical requirements for the types of events anticipated at the facility.
- Understand the methods, principles and practices required for the operation and maintenance of the mechanical and electrical systems. Properly use all equipment needed to perform required duties.
- Operate equipment such as pallet jacks, forklifts, scrubbing machines or other light power driven equipment.
- Operate monitoring controls; personal computer, Word, Excel; and other related standard office equipment.
- Has excellent organizational, planning, and problem-solving skills.
- Has extraordinary communication skills both verbal and written, utilizing the English language.
- Work effectively under pressure and/or stringent schedule and produce accurate results.
- Work independently, exercising judgment and initiative.

Education and/or Experience:

- High school diploma or G.E.D. and three (3) years full-time experience at a facility; or equivalent combination of education and experience.
- 3-5 years of industry experience in event facility operations or similar industry, with 2+ years of supervisory experience.
- Valid CPR/AED-First Aid certification.
- 30-hour OSHA certification.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, click here:

<https://recruiting.adp.com/srcar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000724633106#/>

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.