

Director of Facilities

Regular Full-Time

Louisville, KY, US

Requisition ID: 1050

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Salary Range: \$118,705.00 To 178,057.00 Annually

General Function

Is responsible for day-to-day, non-recurring maintenance and long-range programs for maintenance, repair, and operational capability of all LRAA facilities, including buildings and installed equipment, (HVAC, plumbing, electrical, structural, building systems and controls, airfield lighting and signs and all exterior facility lighting, ancillary building equipment, and stationary equipment) required for the safe, efficient and effective operation of LRAA facilities. Establishes work standards and priorities. Ensures adherence and compliance to SOP's, policies, and regulations. Implements processes through workplace improvements for better utilization and productivity of personnel. Provides supervision and management support to all building maintenance employees. Coordinates work activities and projects with other LRAA departments, outside agencies, contractors, airlines and tenants,

Major Duties and Responsibilities

- Assures that day-to-day building and lighting maintenance programs are established and carried out within established LRAA guidelines and assists with the planning of such programs and policies.
- Supervises, assigns and directs the work activities of all facilities maintenance supervisors and staff and related contractors. Assists in the recruiting, screening, interviewing, selecting and training of new hires. Monitors staff performance and effectively recommends resolution of employee relations problems.
- Coordinates with appropriate individuals and departments, including Engineering and Operations to carry out maintenance needs as directed to ensure LRAA airfield facilities are in compliance with federal, state and local laws, aviation regulations, guidelines, including FAA Part 139, TSAR 1542, Airport Certification Manual (ACM), Airport Security Plan (ASP), FAA Airport Compliance Manual and Advisory Circulars.
- Meets with airport tenants regarding building concerns or projects and handles complaints and requests from occupants and the public.

- Creates the annual capital and operational budgets for facilities and maintenance. Secures price quotes and prepares bid specifications for equipment and capital projects.
- Provides technical, operational, and policy supervision for both skilled and unskilled personnel engaged in maintenance activities.
- Develops and oversees the Preventive Maintenance Program, determines priority of maintenance activities; and assures the availability of equipment and materials necessary to carry out such tasks.
- Oversees a comprehensive workorder maintenance system for all LRAA facilities, determines priority of property maintenance activities; and assures the availability of equipment and materials necessary to carry out such tasks.
- Coordinates maintenance activities with other LRAA departments, tenants and airport users to assure maximum utilization of maintenance resources, consistent with the overall LRAA goals and objectives.
- Coordinates and assists with snow removal and other winter weather operations.
- Serves as liaison with contractors on all construction and contract maintenance projects related to facilities and equipment, and reviews work of contractors for conformity to standards.
- Oversees electrical maintenance and repairs to buildings and equipment, including the airfield, by the LRAA or tenants, to ensure compliance with all local, state and federal codes.
- Oversees maintenance and repair of specialized airport systems including access control, radio, weather, fire alarm, emergency generators, jetbridges and ramp ground power units and air conditioners for airlines.
- Has broad discretion for making independent decisions concerning maintenance responsibilities, especially during emergency conditions.
- Prepares annual budget for the facilities department and monitors supervisors for compliance.
- Professional understanding of all phases of building maintenance.

Employment Qualifications

- Must possess a valid driver's license and maintain appropriate airfield driving and escort privileges.
- Strong interpersonal skills that positively influence employees and the ability to build relationships with stakeholders, including staff and external partners.
- Ability to use good judgment, think quickly and rationally in difficult or stressful situations.

- Ability to multi-task/work with multiple managers and airport tenants and to act with integrity and professionalism.
- Ability to work in a team environment that fosters team spirit, motivates, and lead a high-performing team, as well as work independently while exercising sound judgment.
- Excellent analytical and problem-solving skills along with strong verbal and written communication skills.
- Ability to effectively communicate over a two-way radio, email, phone, and person-to-person.
- Proficient with Microsoft Office Suite.
- Must pass criminal history background check and maintain eligibility for a security access badge in accordance with the Authority's ASP.

Education/Experience

- Associate degree desired, and must have demonstrated professional understanding of Electrical, HVAC/Plumbing, Structural, Building Systems and Controls Maintenance.
- Ten (10) years of increasingly responsible experience in facilities maintenance, including electrical, heating, ventilation, air conditioning and plumbing systems.
- Minimum five (5) years in a management position
 1. Additional years of the required experience may be substituted for an Associate's Degree on a two for one basis (two years' experience for one year's education).
 2. A Bachelor's degree may be substituted for two (2) years of the required experience.

Physical/Environmental Requirements

This position is primarily performed at Louisville Muhammad Ali International Airport in an outdoor environment in a variety of climates. Involves exposure to noise, vibrations, chemical, and other contaminants, moving mechanical hazards, and extremes of temperature and weather conditions. Must have sufficient visual acuity, with or without corrective lenses; sufficient auditory ability, with or without audio logical devices; able to tolerate exposure to noise levels up to 120 decibels; capable of being on one's feet for extended periods of time and lifting 50 pounds unassisted. Must be able to distinguish colors as required to discern light-gun signals from the Air Traffic Control Tower. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as

necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the incumbent of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.