

ECONOMIC OPPORTUNITY COMMISSION
OF NASSAU COUNTY, INC.
134 JACKSON STREET
HEMPSTEAD, NY 11550
516-292-9710 FAX 516-292-3176
www.eoc-nassau.org

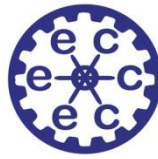
Facilities Manager

Facilities Manager at the Economic Opportunity Commission of Nassau County, Inc., is responsible for the direct oversight of the maintenance, safety, and environmental compliance at multiple facilities. The Facilities Manager supervises and coordinates tasks related to HVAC, Electrical, Plumbing, Fire Safety, Environmental Safety, Custodial, Event Coordination, and some Security. This position requires a team player attitude, excellent interpersonal and communication skills, attention to details and project management/coordination. The Facilities Manager has a clear understanding of acceptable business practices in relationship to agency standards, Head Start Performance Standards, Fiscal Policy and Procedures, and local rules and regulations. The Facilities Director reports directly to Executive Management and directly supervises all Facilities Staff. The Facilities Manager must have the ability to collaborate with and support Head Start and CAP Directors, Management, Facilities Department Team, vendors, and community. The Facilities Manager must be effective and efficient while working in a fast-paced, high stress environment that is mission-driven, results-driven, and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills—while having the ability to maintain a realistic balance among multiple priorities. The Facilities Manager must have the ability to work independently on projects from conception to completion, and must be able to thrive under pressure at times to handle a wide variety of activities. Confidentiality, discretion, tact, and empathy are absolute requirements in this position.

Role and Responsibilities

Compliance

- Facilities Manager is required to ensure that Facility Maintenance and Facilities related purchases are following Federal Head Start Performance Standards (but

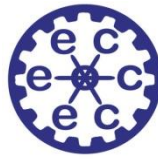


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not limited to) § 1304.53 Facilities, materials, and equipment. (please see attached)

- Ensure all facilities are following New York State Child Care licensing requirements (specifically, but not limited to), (please see attached)
 - 418-1.3 Building and Equipment
 - 418-1.4 Fire Protection
 - 418-1.5 Safety
- Ensures all facilities are following Nassau County Fire Prevention Ordinance, (specifically, but not limited to the following): (see website information <https://www.nassaucountyny.gov/DocumentCenter/View/1589>)
 - Article XIII Maintenance of Exit Ways
 - Article XIV Miscellaneous
 - Article XV Electrical Code
 - Article XVI Effect of Ordinance
 - Article XVII Automatic Fire Alarm Systems
 - Article XVIII Fire Protection, Fire Extinguishing and Detecting Systems in Buildings
 - Article XIX Liquid and Solid Oxidizing Materials
 - Article XXI Kitchen and Fire Protection for Cooking Equipment
 - Article XXII Schedule of Fees
 - Article XXIII Sale, Leasing and Servicing of Portable Fire Extinguishers
 - Article XXIV General Building Requirements
 - Article XXV Fire Drills and Evacuation Plans
 - Article XXVI Pyrotechnic Displays and Open Flame Devices in Assembly Occupancies
 - Article XXVII Tests and Inspections
- Ensures all facilities are following other New York State Fire Marshall requirements and local fire codes.
- Ensures all facilities are following EOC Standards of Excellence

Procurement/Vendor Relations



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- Ensures that all Facility related purchases are following OMB Cost Principles, Cost Allocation, Selected Items of Cost, and Audit Requirements
- Forecasting inventory and supplies necessary to meet the needs of the agency
- Conducting research to ascertain the best suppliers, facility related products, and services in terms of best value, delivery schedules, and quality
- Visiting, (by way if site walk-throughs), with potential suppliers and/or vendors and building and maintaining good relationships
- Reviewing, comparing, and negotiating contracts and monitoring their progress while checking the quality of service provided
- Processing purchase orders, vouchers, and invoices
- Maintaining contract files
- Evaluating bids and making recommendations based on commercial and technical factors
- Communicating Facility related deficiencies to the Management Team to ensure approval and budgetary allowances via Deficiency Memorandums to the Comptroller

Executive Management Liaison

- Participates as an active member of the Executive Management Team
- Assists in coordinating and facilitating team meetings, trainings, workshops, events, etc.

Calendar Maintenance

- Maintains the Corporate facility event space calendar for both internal and external events and functions

Project Management

- Direct, coordinate and plan essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling prior to major agency and community events



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- Initiate and/or supervise construction related projects needed for repairs, remodeling, expansion of interior space, interior design, exterior space, storage facilities, parking lots and playgrounds.

Planning and Implementation

- Develop and implement plans and procedures for the following situations:
 - In-depth seasonal Facilities Maintenance during non-program time
 - Fire Drills
 - Shelter-In Place Drills
 - Lockdown Drills
 - Evacuation Requirements
 - Inclement Weather Conditions
 - Local/national health and environment trends/concerns
 - Pest Control

Supervision and Training

- Hold informal daily meetings with the Facilities Staff
- Facilitate and/or coordinate monthly formal training for network-wide Custodians
- Supervise Facilities Staff
- Plans, develops and prioritizes projects and weekly work plans; ensures that materials are ordered, projects are designed and planned, and monies are available
- Complete payroll procedures for Assistant Facilities Staff and Corporate Custodian

Reporting



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- Participates in the Annual Head Start Self-Assessment, (specifically but not limited to) Facilities, Materials, Equipment and Transportation
- Participates in the Annual New York State Licensing Packet compilation
- Participates in the Triennial OHS Monitoring Review
- Provides other Facilities related reports and documentation as required

Other

- To execute any other duties appropriate as directed by the Chief Executive Officer

Knowledge or Skills:

- Ability to determine and prioritize workload while being flexible.
- Significant decision making and problem-solving skills.
- Ability to exercise independent judgment to adapt or modify methods and standards to meet variations in assigned objectives.
- Ability to communicate effectively both verbally and in writing.
- Ability to organize and delegate responsibility.
- Ability to supervise and provide leadership.
- Ability to work with individuals with a wide range of experiences and ethnic and cultural backgrounds.
- Possesses negotiation and mediation skills.
- Ability to focus on organizational detail while maintaining a bigger picture vision.
- Ability to exercise independent judgment and standards to meet variations in assigned objectives.
- Good interpersonal skills and the ability to work as both a team leader and member.
- Ability to focus on both content areas and the management level issues.
- Adheres to professional ethics and standards

Qualifications



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- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills
- Ability to maintain professional relationships with staff, external partners, and clients
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion
- Adaptable to various competing demands
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions

Experience Requirements

- Bachelor's Degree or equivalent education and experience (Must Have HS Diploma or GED)
- Minimum of 10 years' experience in facilities management and supervising others.
- Ability to safely lift heavy objects, stand for long periods of time, walk-through sites
- Proficient in Microsoft Office and Social Media web platforms

EOE/M/F/VET/DISABLED

Please Contact Human Resources Director: mdenton@eoc-nassau.org

** Note: This job description is not intended to be all inclusive; employees may perform other related duties as negotiated to meet the needs of the organization.