



Opening Date: 12/27/19
Closing Date: Open Until Filled

Vacancy Announcement #21-20 Facilities Program Manager

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION

The Facilities Program Manager must possess an extensive background in technical building engineering, construction, project management, and scope development. The Facilities Program will be responsible for the supervision of the engineering and maintenance staff involved in the day-to-day operations in addition to the management of initiatives/capital projects. Initiative, independent judgment, technical analysis, and creative decision making are required in day to day activities.

The incumbent will work closely with the Assistant Director of Development and Vice President of Facility Operations and Services, as well as staff across all divisions and department, to ensure timely and thorough execution of Events DC capital projects and projects that support and enhance the current business operations and future growth of the organization.

EXAMPLES OF WORK ASSIGNED

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment:

- Work closely with selected team member, contractors, and consultants, develop and execute project plans and associated project content.
- Manage, develop and track all aspects of projects(s), inclusive of milestones and deliverables
- Create a detailed scope of work and work plans which identifies and sequences the activities needed to successfully complete the projects(s).
- Review the project schedule with senior management and all other staff that will be affected by the projects(s) activities; revise the schedule as required.

- Determine the objectives and measures upon which the projects will be evaluated at its completion.
- Develop and deliver project-specific content, progress reports, requirements, documentation, and presentations.
- Effectively communicate with team members and stakeholders in a timely and clear fashion
- Identify and resolve issues and conflicts within the project team.
- Proactively manage changes in project(s) scope and devise contingency plans when necessary.
- Utilize industry practices and tools for effective project execution and management.
- Determine, in collaboration with Senior Management, the resources (time, money, equipment, etc.) required to complete the project.
- Develop a schedule for project completion that effectively allocates the resources to the activities.
- Execute the project according to the project plan.
- Develop forms and records to document project activities.
- Set up files to ensure that all project information is appropriately documented and secured.
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.
- Write reports on the project(s) for management.
- Monitor and seek approval for all budgeted project expenditures.
- Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly).
- Manage all project funds according to established accounting policies and procedures.
- Ensure that all financial records for the project are up to date.
- Prepare financial reports and supporting documentation for funders as outlined in funding agreements.
- Evaluate the project(s).
- Ensure that the project(s) deliverables are on time, within budget and at the required level of quality.
- Evaluate the outcomes for the project(s) as established during the planning phase.
- Develops and institutes work scheduled for staff, record keeping and reporting systems.
- Establishes in conjunction with the Engineering Manager and executes a preventive maintenance program for all mechanical building related equipment.
- Establishes, enforces, and evaluates plant safety regulations and requirements and advises Manager of Engineering.
- Supervises the maintenance of standard work requests.
- Communicates with Engineering Manager through status reports and meets on a daily basis to provide information regarding operations.
- Trains and evaluates staff of full-time and part-time employees on the repair and operations of the mechanical and building equipment.
- Performs a variety of related tasks and duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Strong attention to detail and excellent written and verbal communication skills.
- Ability to communicate effectively with professional-level staff and peers.
- Strong organizational skills and an ability to prioritize and complete simultaneous projects with minimal supervision.
- Experience working independently as well as within cross-functional teams in a collaborative, professional environment.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); experience with project management tools. Must possess leadership skills and the ability to coordinate multiple activities for a large and full services department.
- Knowledgeable in building technical systems and or construction.
- Knowledgeable in building repairs for carpentry and painting.
- Knowledge of building operations, preventive maintenance, and safety needs of the large facility.

- Knowledge of occupational safety standards and local building codes.
- Knowledge of methods, tools, materials, and equipment used in building operation.
- Ability to read and understand blueprints and sketched including electrical schematics.
- Ability to establish work priorities, to include planning and coordinating of work schedules.
- Ability to prepare written reports.
- Ability to translate service orders into work plans for staff that insure timely delivery of services to facility users.
- Ability to maintain harmonious relations with staff and customers.
- Ability to demonstrate creativity and develop improvements to building operations and related systems that will result in cost savings to the Authority.
- Ability to work flexible hours often times in a stressful environment.
- Ability to express ideas and convey information effectively, both orally and in writing.

CORE COMPETENCIES (FUNCTIONAL MANAGER)

- Financial Awareness
- Strategic Thinking
- Project Management
- Operational Effectiveness
- Job Knowledge and Technical Expertise

ADA ESSENTIAL FUNCTIONS

- Ability to walk extended distances and climb stairs to access the interior and exterior environs of the Center.
- Ability to read and write instructions, directions, memos, forms, floor plans and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information to staff and customers.

MINIMUM QUALIFICIATIONS

- Three (3) years of progressively responsible experience in facility operations and/or on-going facilities maintenance management in a large facility of at least 400,000 square feet.
- One (1) to three (3) years' supervisory experience with personnel in operations, maintenance, construction or a related field.
- Any equivalent combination of related training, experience and/or education.
- High School Diploma, vocational school diploma.
- D.C. 3rd class engineer's license preferred.
- Universal Refrigeration certification preferred.

REQUIREMENT

All positions require candidates to successfully complete our background

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.