



Opening Date: 4/8/19  
Closing Date: Open Until Filled

## **Vacancy Announcement #42-19 Facilities 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 Manager monitors the Entertainment and Sports Arena (ESA) on St. Elizabeth's Campus (and other facilities that may become under Events DC's control for special events purposes) utilizes and coordinates internal and external response to effectively deploy resources for consistent maintenance and upkeep of the campus (including cleaning, repairs, office/furniture moves, deliveries etc.). The incumbent will manage the daily functions of the ESA facility and supervise the staff and service partners including but not limited to, security, maintenance, electrical, plumbing, cleaning, etc. that would include establishing their task lists, scheduling, staff meetings, as well as supporting the specially for campus cleanliness and beautification projects. The Facilities Manager will also support the maintenance and upkeep needs of the ESA by managing and coordinating the services of third-party service partners and staff

This position reports to the Director of Operations, with a dotted line reporting responsibility to the Director of Facilities Operations WSCA.

### **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 logical in assignment.

- Manage facilities and equipment maintenance schedules.
- Supervise the building maintenance staff
- Monitor the cleanliness and organization of the campus
- Ensure work orders are completed in a timely manner

- Assist event staff on event days when needed
- Assist the Director of Venue Operations with capital projects and strategic facilities planning efforts

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Ability and willingness to work a flexible schedule, including days, evenings, nights, weekends and holidays.
- Excellent problem solving and customer relations skills.
- Ability to work independently and as part of a team.
- Ability to maintain effective client communications in pressure situations.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to direct other staff operations in delivering diverse facility/campus services and resolve conflicts.
- Ability to read and interpret site maps to determine feasible use of facility/campus space.
- Ability to establish and maintain effective working relationships with employees, management, co-workers and the public.

### **CORE COMPETENCIES (FUNCTIONAL MANAGER STAFF)**

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

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in event management, marketing, planning and operations, or a closely related field.
- Five (5) years of experience in sports or entertainment industry, convention, hospitality industry, or closely related field.
- Three (3) years of supervisory/managerial experience.
- Any equivalent combination of related experience, training, and/or education

### **DESIRABLE QUALIFICATIONS**

- Must have a valid driver's license
- Proficiency with Microsoft Office Suite.
- Familiarity with design software (i.e., AutoCAD) and/or event diagramming software (i.e., Social Tables).

### **REQUIREMENT**

- All positions require candidates to successfully complete our background screening process

**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.**