



Opening Date: 5/15/19
Closing Date: Open Until Filled

Vacancy Announcement #48-19 Facility 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 Facility Manager reports to and works closely with the Senior Vice President and Managing Director of the Sports and Entertainment Division (SED) of Events DC in managing the day-to-day operations of RFK Stadium and the DC Armory Campus, including structures, athletic fields and parking lots (the "Campus"). The Facility Manager is responsible for planning, organizing, overseeing and controlling the daily services required for the maintenance and operation of the physical facilities and for all capital projects on the Campus. This is a highly responsible and professional position that requires extensive knowledge and experience with facilities management; design, and management of construction projects; event and operational management; and budget formulation. The work is characterized by great attention to detail, the exercising of independent judgment, the coordination of multiple tasks at one time, collaboration with other work units within and outside of the Sports and Entertainment Division, and the maintenance of high standards of customer service and integrity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 assignment. Manages the day-to-day operations of all facilities on the Campus to ensure that all facilities are properly maintained, and all utility systems are in working order.

- Assists the SVP and Managing Director in the development and execution of cost-effective policies and procedures related to the day-to-day facility management for SED.

- Oversees and directs SED facilities contractors, including food service operator, facilities maintenance contractor(s), parking operator(s), and ticket operator to ensure superior customer service and preservation of Campus assets in the best visual and operating condition.
- Oversees and directs all capital projects on the Campus.
- Coordinates with appropriate Events DC personnel and District agencies to develop and/or revise emergency and safety action plans as needed.
- Coordinates with federal, regional and District agencies related to any oversight such agencies may exhibit over the Campus or uses of its facilities.
- Develops and manages departmental budget(s) and fiscal year forecasts to support facilities operations.
- Identifies and analyzes structural and technological improvements necessary to increase utilization of SED facilities and best suited to meet client needs. Develops and implements programs and/or projects to maintain or improve operational or revenue activity.
- Performs other related duties as may be assigned by the SVP and Managing Director.

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of the event and facilities management fields.
- Knowledge of building operations and preventative maintenance practices and procedures, including thorough understanding of security techniques and methods for large stadium facilities.
- Ability to plan, implement and coordinate major maintenance and operational work projects within stringent time constraints.
- Knowledge of methods, tools, materials and equipment used in building maintenance operation.
- Ability to read and interpret blueprints and sketches.
- Ability to establish work priorities, to include planning and coordinating of work schedules.
- Strong oral, written, and interpersonal communication skills.
- Strong budget formulation skills.
- Excellent analytical and problem-solving skills.
- Ability to work under pressure, prioritize and delegate work assignments, and meet deadlines in a fast multi-task environment.
- Ability and willingness to work extended hours and varying work schedules (i.e., evenings, weekends and holidays).

CORE COMPETENCIES (MANAGER & DIRECTOR)

- Leadership
- Human Capital
- Strategic Thinking
- Operational Effectiveness
- Financial and Expense Management

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 QUALIFICATIONS

- Bachelor's degree in facilities management, business administration, event management, planning and operations, or a closely related field.
- Five (5) years of experience in public or private sector management, and major authority and decision-making responsibility in sports or entertainment industry, convention/hospitality industry, or closely related field.
- Five (5) years of progressively responsible experience in building trades and/or on-going facilities maintenance in a large facility of at least 200,000 square feet;
- Any equivalent combination of related experience, training, and/or education.

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.