



Opening Date: 9/12/2018  
Closing Date: Open Until Filled

## **Vacancy Announcement #72-18 Facilities Supervisor**

**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 Supervisor must possess an extensive background in technical building engineering. The Facilities Supervisor will be responsible for the supervision of the engineering and maintenance staff involving the day-to-day operations, maintenance and repairs of a variety of heating air-conditioning, refrigeration, electrical, plumbing, painting, carpentry and other building maintenance/engineering trades. The Facilities Supervisor may perform the duties of an engineer and in addition, is responsible for the planning assisting and supervision of building operations. Initiative and independent judgment is required in the planning and supervision of all routine operations but unusual operating problems or matters involving departmental policy are subject to review by the Manager of Engineering. The Facilities Supervisor will supervise and discipline all levels of engineers assigned to the department. The incumbent will report directly to the Manager of Engineering.

### **EXAMPLES OF WORK ASSIGNED**

- Plans, assigns and supervises the work of operating engineers, skilled and semiskilled worker in the maintenance and repair of all mechanical and related equipment in the facility.
- Develops and institutes work schedule 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 related tasks and duties as assigned.

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

- Must possess leadership skills and the ability to coordinate multiple activities
- for a large and full services department.
- Knowledgeable in VAV and constant volume HVAC systems, and building
- plumbing systems.
- Strong electrical distribution system knowledge including systems rated for
- 15,000 volts and down.
- 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 a complex Energy Management System used to control various
- systems within the facility.
- Knowledge of methods, tools, materials and equipment used in building
- operation.
- Ability to read and understand blueprints and sketches including electrical
- schematics.
- Ability to establish work priorities, to include planning and coordinating of work
- schedules.
- Ability to prepare written reports, including performance evaluations.
- 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 (SUPERVISOR STAFF)**

- Job Knowledge and Technical Expertise
- Leadership
- Human Capital
- Workplace Safety
- Oral and Written Communication

## **MINIMUM QUALIFICATIONS**

- 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
- and maintenance.
- Any equivalent combination of related training, experience and/or education.
- High School Diploma, vocational school diploma
- O.C. 3rd class engineer's license and or electrical license preferred.
- Universal Refrigeration certification preferred.

## **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.**