

SPORTS & EXHIBITION AUTHORITY OF PITTSBURGH AND ALLEGHENY COUNTY

JOB TITLE: Facilities Director

DATE UPDATED: 12/15/23

DESCRIPTION NUMBER: 14-05, 55907

REPORTING STRUCTURE: The Facilities Director reports directly to the Project Executive.

EXEMPTION STATUS: Exempt

GENERAL: The Facilities Director is responsible for overseeing all capital, maintenance and facility life cycle management activities relating to the various Authority properties.

DUTIES AND RESPONSIBILITIES:

The Facilities Director will work with the various operators of the different Authority properties to assure compliance with the various tenant agreements, assist with planning and management of capital projects, review expenses to assure proper procurement of goods and services, review contracts and, when necessary and appropriate, negotiate contracts, develop policies and implement programs that may apply to more than one facility.

David L Lawrence Convention Center

- Oversee management company's maintenance and facility operations, including but not limited to their development of 5, 10 and 20 year capital plans, bids for procurement of repairs, replacements, improvements, supplies and service, oversee their proposal process and oversee contracts with public utilities (in particular electricity), and assure upkeep of maintenance software.
- Responsible for assuring all monthly, quarterly, and annual reports are received and are acceptable, including but not limited to inspections, maintenance, utility and other operational and capital reports.

Professional Sports Facilities

- Ensure compliance with respective Leases regarding maintenance items, annual and structural inspections, evaluate and make recommendations on capital repairs, replacements and improvements requests, and assist teams with the development of 5, 10 and 20 year capital plans and life cycle management. Verify appropriate use of maintenance software.

North Shore Riverfront Park

- Responsible for day-to-day maintenance of the park, forecast/manage capital repairs, replacements and improvements, and the preparation of the 5, 10 and 20 year capital plans.
- Develop and manage maintenance activities of third parties, stakeholders, City of Pittsburgh, and various businesses that contribute services to the park.
- Assist in event coordination and inspect for damage prior to release of security deposits.

Parking Facilities and surface parking lots

- Oversee management company's maintenance and facility operations, hire and manage inspections, evaluate and oversee completion of capital repairs, replacements and improvements, and assist management company with the development of 5, 10 and 20 year capital plans and maintenance agreements. Manage and procure consultants and other third-party service providers.

Retail Space

- Oversee retail space maintenance and tenant improvements (as necessary) at the Authority's owned facilities; assist with resolving issues between building and tenants.

Authority Boards

- Facilities Director will be required to attend meetings and briefings. Preparation of documentation related to agenda items and presentation of items at public meetings.

Other

- Assist in development of new projects, and other duties, as may be assigned by the Executive Director and Project Executive.
- Serves as the Americans with Disabilities Act (ADA) Coordinator and emergency coordinator for the Authority.
- Must keep up to date on best practices and changes to applicable laws affecting facility management and work with Project Executive in implementation of green and sustainable initiatives.
- Read, calculate, and monitor monthly utility bills including electricity, water, and steam and work with local utility companies resolving any billing or other issues.
- Health and Safety Officer for the Authority

QUALIFICATIONS:

- Position requires a Bachelor of Science degree (preference toward engineering degree in mechanical, electrical or plumbing) with 7 years of facility management experience or 10 years of facility operations and maintenance management experience. Background with energy management and systems, chiller plant, wastewater treatment plant and LEED certification encouraged.
- Technical skills must include advanced computer skills and knowledge of standard software applications such as Microsoft Office. Ability to read/interpret drawings and specifications.

PHYSICAL DEMANDS:

- Ability to walk through facilities and parks.

SKILLS AND ABILITIES:

- Facilities Director must demonstrate understanding and experience with facilities management including extensive knowledge of systems management.
- Must possess excellent verbal and written communication skills.
- Strong interpersonal skills are extremely important, because this person is required to confer with a variety of people from all demographics.
- Manage multiple projects at once.

- Possess exceptional management skills and the ability to motivate a team of trade professionals who will perform their duties under little or no supervision.
- Problem-solving skills and have the ability to manage a budget, to meet deadlines and to work within timeframes. Must be highly organized and detail oriented.

Must be a resident of Allegheny County or be willing to relocate

Job required to be in the office or at facilities. Working remote is not an option.

SALARY- \$85,000 - \$115,000

Resumes can be sent to hr@pgh-sea.com