

Facilities Supervisor

Reports to: Director of Facility Operations

Status: Full-time, Exempt

Founded in 1920, [Salesmanship Club of Dallas](#) unites its more than 600 members to strengthen the mental health of children and families. Throughout the year, members focus their efforts to support [Momentous Institute](#) which is dedicated to innovative mental health services, education, and professional training to strengthen children, families, and communities.

Uniquely, Salesmanship Club of Dallas is the host organization of an official stop on the PGA TOUR, [THE CJ CUP Byron Nelson](#), which has generated more than \$185 million for Momentous Institute.

Through Momentous Institute, Salesmanship Club of Dallas is on track to strengthen the lives of 1,000,000 children and families by 2031.

The Role: The Facilities Maintenance Supervisor is responsible for the maintenance, repair, safety and functionality of the facilities of Momentous Institute which include a 52,000 sq. ft. campus in Oak Cliff and a 30,000 sq. ft. campus in northwest Dallas. This supervisor will lead two facility maintenance staff, coordinate with vendors, and proactively perform tasks related to HVAC, electrical, plumbing, security, environmental, safety, custodial and event coordination to support a safe and functional environment for students, clients, staff and visitors.

Key Responsibilities

- Communications & Supervision
 - Communicate with staff concerning the need for and status of facility maintenance requests at Dallas campuses
 - Excellent leadership and customer service skills; respond promptly and respectfully to all service requests
 - Develop and maintain team spirit and a sense of cohesiveness and professionalism within facilities team.
- Contractor/Vendor & Compliance Management
 - Assist Dir of Facility Operations with a preventive maintenance system and outsourced contracts (landscape, maintenance, HVAC, custodial, renovation, etc.) and subcontracts
 - Work with Dir of Facility Operations with compliance, regulations and schedule required 3rd party inspections including fire and smoke alarm system, elevator, grease trap, gas line, roofs and asbestos reports.
 - Oversee utility usage and make recommendations for cost savings.
- Event/Trip Planning
 - Monitor event calendar and remain informed of building usage and field trip schedule
 - Assist the team with room setups to meet the needs of all internal and external clients.
 - Assist the team to coordinate set-up and clean-up for special events.
 - Assist the team with scheduling of bus driver, as well as all pre-trip and post-trip inspections
- Vehicle Maintenance
 - Coordinate minor and emergency maintenance for vehicles and equipment
 - Oversee and maintain the project management systems (pm system) and schedule for preventive maintenance
 - Oversee staff training and driving check for bus drivers, and oversee system for random alcohol and drug tests for bus drivers as required by U.S. Department of Transportation
- Facility and Grounds Maintenance
 - Oversee work schedules and work orders for preventive maintenance of all facility systems and components with the pm system. Maintain and work with the pm system to receive, review and prioritize work requests from staff
 - Lead and train maintenance personnel in accomplishing daily tasks, ranging from minor repairs to major renovations. This involves hands-on response from the facility supervisor and the scheduling and supervision of maintenance assistants.
 - Assist Dir Facilities Operations with the HVAC system and administer energy management system
 - Oversee grounds and irrigation system maintenance
 - Maintain adequate inventory of household and facility supplies and parts
 - Maintain all facility equipment in serviceable condition.
 - Maintain master inventory of keys and oversee maintenance of lock and key system.
 - Coordinate shipping and receiving supplies and equipment.

- Fire Safety and Compliance
 - In concert with Dir of Facility Operations, plan, oversee and continually assist the security team with any issues with the campus-wide security system when needed.
 - Keep the security gates and building locks in working order.
 - Monitor and provide appropriate programming for fire alarm and sprinkler systems.
 - Assist Dir of Facility Operations with Fire safety inspections and Repairs
- Policy, Planning and Budget Management
 - In concert with the Dir of Facility Operations, continuously improve policies & procedures for facility maintenance.
 - Provide input into the annual budget, in concert with department director
 - Ensure facility compliance with all salient governmental codes and regulations
 - Assist Dir of Facility Operations to monitor budget for household and facility supplies, utilities, outsourced contracts and other facility maintenance and capital improvement expenses.
 - Maintain written records for all salient facility matters: Maintenance and repair history for facility and equipment, warranty info and expiry dates, work orders, inspections and certificates of approval
- Special Projects & Other Duties
 - Lead or participate in special projects as requested
 - Perform other duties as requested by Director of Facility Operations or Executive Director

Requirements

This position requires the following personal and professional qualities/capabilities:

- High school diploma and job-related coursework from an accredited college, university, or trade school required.
- Supervisor should have at least an EPA 608 Certification with at least 3-4 years' experience with start-ups and troubleshooting a variety of HVAC systems
- Ability to communicate professionally and effectively with individuals of varying levels of technical ability. Including the use of e-mail and voice mail.
- Ability to manage projects independently with minimal supervision.
- Ability to meet deadlines and manage multiple demands simultaneously; highly organized.
- Strong service orientation.
- This is an on-site position. Driving between campuses is required.
- Valid state driver's license

The ideal candidate will exhibit Shared Services' core values:

Collaboration, Commitment, Excellence, Service, Respectfulness.

PHYSICAL DEMANDS

The usual and customary methods of performing job functions for this position require the following physical demands: walking, standing, sitting, lifting, carrying, occasionally lifting items above twenty-five pounds. Physical actions may include crawling under desks, stooping, kneeling, crouching, bending at the waist, and reaching up to retrieve equipment.

Interested:

Applications are currently being accepted, and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send a letter of interest and resume to:

rkosty@momentousinstitute.org

Momentous Institute/Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.