

**VFW NATIONAL HOME  
DEPARTMENT OF HUMAN RESOURCES**

**POSITION DESCRIPTION**

**POSITION TITLE:** Facilities Director  
**EFFECTIVE DATE:** Revised 12/20, 4/23  
**DEPARTMENT(S):** Facilities  
**F.L.S.A.:** Exempt

**I. \*SUMMARY OF FUNCTION:** Provides overall management and upkeep of the physical plant, grounds and related operations of the VFW National Home. Manages the upkeep of VFW National Home section of Rosehill Cemetery designated for clients and patrons of the Home. Develops, implements and monitors systems for providing required custodial, transportation and maintenance services. Ensures the efficiency and safety of transportation, custodial and maintenance operations and coordinates these services to effectively meet agency and program needs. Provides oversight of contractual building and maintenance services, building renovations, and special facilities projects. Ensures compliance with related OSHA/MIOSHA, State of MI Licensing regulations, fire safety regulations, all related State licensing regulations, other related regulatory standards and VFW National Home policies and procedures. Ensures regular safe utility, water, and sewage to clients and staff. Coordinates VFW National Home fire safety and security programs and services. Ensures all staff and clients are trained appropriately in the safety policies and procedures of the agency. Maintains current knowledge of best safety policies and procedures in the field and apply within the agency as appropriate. Manages the proper maintenance, upkeep, and safety of agency vehicles and department machinery and equipment. Incorporates and monitors a preventative maintenance system for VFW National Home facilities. Manages the on-call program. Manages the 24-hour emergency facilities services. Supervises the Grounds and Transportation Manager, maintenance staff, custodial staff, and additional volunteers as assigned. Participates as a member of the Director Team. Reports to the Executive Director.

**II. \*CHARACTERISTIC DUTIES:**

- \*1. Plans, develops, and administers all functions of the position.
- \*2. Implements policies and procedures relative to the functions of the position.
- \*3. Supervises assigned staff, including hiring, orientation and training, scheduling, monitoring, timely and effective evaluation, discipline, and discharge.
- \*4. Provides direct supervision of volunteers on campus as assigned.
- \*5. Coordinates, schedules, prioritizes and assigns work to efficiently and effectively meet agency and program needs.
- \*6. Develops, monitors, and administers related budget(s).
- \*7. Selects and monitors agency vendors and contracts for campus facility needs.
- \*8. Maintains agency compliance with related governmental regulations. Prepares for and responds to regulatory agency reviews and inspections.
- \*9. Coordinates with other agency departments to ensure VFW National Home compliance with related local, state, and federal regulatory agency rules.
- \*10. Plans, develops and administers a comprehensive facility preventative maintenance program.
- \*11. Determines, provides, inventories, inspects and properly maintains facility vehicles, machinery, equipment, supplies and materials. Assures proper inventory and loss prevention.
- \*12. Provides ongoing agency wide employee and client safety education and training.
- \*13. Enforces all agency safety procedures and policies and related regulatory agency

- safety rules.
- \*14. Ensures the required licensing and certification of equipment, vehicles and employees (as related to facilities maintenance and operation).
  - \*15. Creates and maintains a filing system of records, reports, procedures, policies, resource materials and correspondence related to the functions of the position.
  - \*16. Independently initiates and drafts routine and non-routine correspondence requiring advanced understanding of the agency's activities, policies and procedures.
  - \*17. Maintains up to date, accurate written records and prepares and provides required written and oral reports.
  - \*18. Analyzes construction and remodeling projects and develops cost schedules and timelines for completion.
  - \*19. Establishes overall goals and objectives for campus fire safety program.
  - \*20. Provide consulting services and information to other agency departments in the areas of fire prevention, fire safety, and fire suppression as directed.
  - \*21. Arrange and monitor inspectors and required maintenance for campus fire safety program.
  - \*22. Ensure that all fire safety training programs and operations meet requirements of the Michigan State Police Fire Marshal Division.
  - \*23. Prepare written documentation of all fire responses for review by the Executive Director no later than the first agency workday following the incident.
  - \*24. Develop, implement and adhere to and enforce all campus fire safety program procedures and rules.
  - \*25. Responsible for the promotion of clear communication of the mission, objectives, policies and rules of the campus fire safety programs at the National Home.
  - \*26. Organize and participate with agency fire trucks in greater community parades and events as assigned.
  - \*27. Provides oversight of contractual building and maintenance services.
  - \*28. Assures quality control and oversight of contracted goods and services.
  - \*29. Participate as a member of the agency Director Team and advises team members regarding facilities issues.
  - \*30. Provide agency tours, travel and speak on behalf of the agency.
  - \*31. Assists with and participates in agency wide programs and activities as assigned.
  - \*32. Manages on-call program and provide for 24-hour emergency facilities services.
  - \*33. Works a varied schedule as required to fulfill the functions and responsibilities of the position.
  - \*34. Performs additional duties as assigned by the appointing authority.

**III. RESPONSIBILITIES:** Directly responsible to the Executive Director. Responsible for the day-to-day management of the VFW National Home for Children facilities and related operations. Responsible for the supervision of assigned employees and volunteers. Responsible for providing department services in accordance with agency program needs and goals. Responsible for maintaining on-call status as required and for providing 24-hour emergency facilities services. The position of Facilities Director has been given full responsibility to maintain for review by the Executive Director and the Board of Trustees all documents, plans, maps, historical records, charts, etc. relating to the buildings and grounds of the National Home. These documents shall be released as needed under the authority of the Facilities Director and using the system devised by that Director for assuring their safekeeping and future access and availability. Responsible for the completeness and accuracy of required written reports and records. Responsible for the maintenance and upkeep of the campus grounds, facilities, sidewalks, and roadways. Responsible for strict adherence to all rules and regulations regarding licensing and safety in the use and/or movement of vehicles, machinery, tools, and equipment by workers. Responsible for maintaining the confidentiality of designated information. Responsible for scheduling and completion of all transportation requests

and work orders in a timely manner. Responsible for the maintenance and upkeep of all water and sewage facilities and the required certifications, record keeping, and testing. Responsible to ensure the regular, safe delivery of utility. Responsible for training and establishing effective back-up staff. Responsible for maintaining a safe working environment for employees, including safety training, properly repaired vehicles and equipment and the provision and use of proper safety equipment in accordance with MIOSHA and agency standards. Responsible for the cleanliness, good repair, and inventory of department equipment, machinery, campus vehicles and department work areas. Responsible for adhering to related federal, state and local laws and regulations for campus fire safety programs. Responsible for the adherence to safety standards that are mandated and/or generally accepted in the fire science field. Responsible for the communication and enforcement of all National Home campus fire safety program procedures and rules.

#### **IV. POSITION QUALIFICATIONS:**

**EDUCATION:** High School Diploma with college level courses in building, facilities management, supervision or related subjects, certification in wastewater and water treatment and/or other state certifications in related fields desirable. Bachelor's Degree in a related field preferred. A combination of education and experience to be evaluated by the appointing authority.

#### **EXPERIENCE**

Minimum: Three years experience in facilities maintenance, water and sewage treatment and grounds maintenance or a closely related field. Experience in fire safety and emergency management preferred. Demonstrated supervisory experience. Veteran preferred.

**\* TRAINING, SKILLS AND ABILITIES**

- \*1 Analytical thinking and problem-solving skills.
- \*2. Computer literacy and Microsoft office knowledge.
- \*3. Fire science and fire safety education and training preferred.
- \*4. State Certified Advanced E.M.T. preferred.
- \*5. State Certified CPR Instructor preferred.
- \*6. Hazardous Material Training.
- \*7. Auto and Agricultural Accident Extrication training.
- \*8. Effective role modeling to National Home residents, staff and others.
- \*9. Perform the characteristic duties as outlined in this position description.
- \*10. Effective written and oral communication.
- \*11. Effective organizational skills.
- \*12. Organize and maintain effective and accurate records.
- \*13. Train, instruct and effectively supervise employees in their job responsibilities.
- \*14. Utilize manpower and materials effectively and economically.
- \*15. Establish and maintain harmonious working relationships among department team members.
- \*16. Effective and timely evaluation of the job performance of employees.
- \*17. Perform basic first aid.
- \*18. Identify lay-out charts, blueprints and job specifications.
- \*19. Communicate with management team and executive director re: department needs requiring outside expertise and manpower.
- \*20. Possess a valid Michigan drivers license, CDL and other licenses and certification required by the position.

\* THESE ARE ESSENTIAL FUNCTIONS OF THE POSITION FOR THE PURPOSES OF THE AMERICANS WITH DISABILITIES ACT, ONLY.