



**JOB TITLE: Director of Facilities Management**

**LOCATION:** Corporate- Florida

**Posted:** September, 2007

**SUMMARY:**

The Director of Facilities Management reports to the Sr. Director of Construction and is responsible for development from scratch a facilities mgmt program to cover all 80+ company locations throughout the US. This position will be responsible for maintaining the integrity of the Company's brands by optimizing all existing restaurants and Corporate properties, by insuring well maintained, clean, safe and inviting buildings for both internal and external customers; must possess a thorough knowledge of facilities maintenance practices.

**RESPONSIBILITIES:**

- Supervises all related company facilities in process, quality, scheduling, and cost responsibilities related to facilities management.
- Recommends and monitors any changes with HVAC materials, electrical and facility related specifications that will ultimately lead to the reduction in overall costs.
- Establishes new facilities management program to create company protocols, standards, and requirements.
- Directs all phases of facilities management and remodels while managing the work flow of the facilities department.
- Excellent interpersonal, communication, and organizational skills are required to effectively work with managers, landlords, contractors, consultants and building officials.
- Coordinates with outside consultants, oversees the permitting process and selects and monitors general contractors.

**REQUIREMENTS:**

- Minimum of 5 years of solid experience in multi-unit facilities management with a specialty retailer/chain of equivalent size.
- Must be customer focused, value and respect others, able to collaborate and be a true team player, hold self and others accountable, drive to excel and have a high degree of initiative.
- Proficiency in Microsoft Office products (Outlook, Excel, Word, and Project Management software) and automated office equipment is compulsory.

**EDUCATION:**

- BS degrees in Mechanical Engineering or related field of study, with extensive HVAC construction and/or training a plus

**SALARY:**

\$85K - \$100K base salary, 20% bonus, all related travel expenses, home office allowance

**Consultant: David Ulrich**

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