

**THE FORBES COMPANY / MALL AT MILLENIA**  
**FACILITIES DIRECTOR**  
**JOB DESCRIPTION**

**Title: Facilities Director**

**Reports to: General Manager**

**Statement of Job**

Responsible for the daily operations of the interior and exterior facilities departments, including department training, logistics, growth and development, hourly and contracted staff. Develops and implements long-range department strategic plans and objectives as directed by the General Manager.

**Areas of Responsibilities**

- Develops and implements standard operating procedures and policies.
- Responsible for the activities and development of the Mall at Millenia Maintenance Department personnel.
- Demonstrates proficiency and is responsible for the following areas:
  - Repairs and maintenance
  - Mechanical, electrical, plumbing, HVAC, roofing
  - Information technology
  - Construction, permitting, inspections, architecture
  - Landscaping
  - Janitorial
  - Energy management
  - Parking lots
- Keeps abreast of trends and issues by reading and attending professional development opportunities.
- Manages third-party performance to ensure they meet The Forbes Company standards.
- Responsible for construction contractors ensuring compliance with policies, procedures, specifications, and schedules.
- Responsible for preparing and monitoring facilities department budget and expenses.
- Develops long range goals and objectives.
- Maintains open and clear communication with the General Manager, other department directors, merchants, vendors, and guests.
- Oversee contracts and agreements and developing bid specifications, goods and services.

- Responsible for and oversees capital projects and purchases in conjunction with the General Manager.
- Reviews and responds to inquiries, and concerns of merchants and guests.
- Reviews, prepares, receives, and/or submits various records and reports, including statistics, expenses, payroll documents, safety reports, training documents, memos, emails, etc.

### **Skill Requirements**

- Has knowledge of building construction, construction codes and local ordinances.
- Has knowledge in budget management, facilities operations management, personnel management, and health and safety management.
- Is able to make sound, educated, and informed decisions.
- Is able to plan and develop daily, short- and long-term objectives related to meeting departmental goals.
- Is able to plan and coordinate the most effective use of personnel, facilities and resources.
- Knows how to apply managerial concepts and principles.
- Knows administrative principles involved in developing, directing, and supervising multiple contractors, activities and inventories.
- Has the ability to interpret concepts and agreements pertaining to the job.
- Is able to analyze information, make reports, and keep records in a clear and concise manner.
- Maintains a comprehensive knowledge of the terminology used at the Property
- Knows how to maintain professional, effective relationships with merchants, guests, contractors, and The Forbes Company personnel.
- Has the ability to communicate professionally in all circumstances.
- Is able to compile organize and analyze financial information as it pertains to the job.
- Assumes responsibilities for completing assigned work. Meets or exceeds established deadlines.
- Identifies issues or concerns as they occur and recommends solutions and alternatives
- And other duties as assigned by the General Manager

**Minimum Education and Training**

Requires being a high school graduate or equivalent and supplemented by three to five years of experience in facilities management. An equivalent combination of training, education, and experience that provides the required knowledge, skills, and abilities highlighted may also be considered. Bachelor's degree or equivalent with a concentration in administration desired.