

THE MALL AT MILLENIA

Job description

Title: Facilities Director

Reports to: General Manager

The Mall at Millenia is seeking a Facilities Director to join a best-in-class team at Orlando's premier luxury shopping destination. Join our staff with a 20-year reputation of delivering excellent customer experiences to continue your career on a winning path.

The Mall at Millenia is owned and operated by The Forbes Company a nationally recognized owner, developer of iconic regional shopping centers.

The position is salaried with a strong package that includes medical benefits, paid vacation and sick time, and 401K.

Overview

Responsible for the daily activities of the interior and exterior facilities operations of a 1.2M sq. ft. retail destination. Charged to lead department development, logistics and growth, as well as oversee training and management of hourly and contracted staff. Accountable to develop and implement long-range department strategic plans and objectives as directed by the General Manager.

Operational Responsibilities

- Develops and implements standard operating procedures and policies.
- Oversees activities and development of Maintenance Department personnel.
- Manages performance of third-party housekeeping and exterior landscaping services to ensure Forbes Company standards are met.
- Oversees ownership and tenant construction projects to ensure contractor compliance with policies, procedures, specifications, and schedules.
- Manages execution of capital projects and purchases in conjunction with the General Manager.

Administrative Responsibilities

- Develops and executes long range goals and objectives.
- Responsible for preparing and monitoring facilities department budget and expenses.
- Reviews, prepares, receives, and/or submits various records and reports including statistics, expenses, invoices, payroll documents, safety reports, training documents, memos, emails, etc.
- Maintains open and clear communication with corporate representatives, General Manager, department directors, merchants, vendors, and guests.
- Oversees contracts and agreements and develops bid specifications for goods and services.
- Identifies new opportunities to enhance operations and increase efficiency.
- Keeps abreast of trends and issues by reading and attending professional development opportunities.

Proficiency requirements

Repairs and maintenance
Mechanical, electrical, plumbing, HVAC, roofing
Information technology
Construction, permitting, inspections, architecture
Landscaping
Janitorial
Energy management
Parking lots

Skill Requirements

Ability to make sound, educated, and informed decisions.
Application of managerial concepts and principles.
Working knowledge of building construction, construction codes and local ordinances.
Management of facilities operations, budget, personnel, health & safety protocols.
Ability to plan and develop short-and long-term objectives to meet overall departmental goals.
Ability to manage effective use of personnel and resources.
Competence in managing multiple projects and activities, spanning an array of areas.
Foresight to identify potential concerns and recommend solutions and alternatives.

Minimum Education and Training

Bachelor's degree with a concentration in administration is preferred. Five years of experience in facilities management is required. An equivalent combination of training, education, and experience that provides the required knowledge, skills, and abilities highlighted may also be considered.