

## AN OPPORTUNITY TO JOIN A GREAT TEAM!

**JOB TITLE:** DIRECTOR OF FACILITIES & CAPITAL PROJECTS  
**DEPARTMENT:** BUILDINGS & GROUNDS  
**REPORTS TO:** CHIEF OPERATING OFFICER

### ABOUT USDAN

Usdan has been recognized as a Top Nonprofit Workplace in 2021, 2022, and 2023! Usdan opens a world for children to joyfully express their creativity and develop their artistic skills. Each summer, Usdan brings professional teachers and artists – actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists – to teach and collaborate with our campers, ages 5 to 18.

Nestled amidst 140 acres of breathtaking natural beauty in Wheatley Heights, Long Island, NY, our campus boasts 70 structures dating from the 1960s to the early 2000s. With three pools, tennis courts, and stunning landscapes, Usdan offers an enriching environment where creativity thrives.

More than just a summer camp, Usdan is a nurturing haven where campers can forge lasting friendships, connect with nature, cultivate personal independence, and, of course, revel in the joy of artistic expression. Welcome to a place where creativity knows no bounds!

### POSITION SUMMARY:

The Director of Facilities and Capital Projects will play a vital role in directing and administering facilities maintenance and capital projects. This role will be responsible for maintaining efficient and well-managed facilities, ensuring the successful execution of construction projects, and overseeing ongoing renovations across the campus, in addition to developing a preventative maintenance plan.

The Director will actively engage in planning, designing, reviewing, and integrating construction projects, ensuring optimal physical conditions for buildings, grounds, and equipment. This role emphasizes delivering exceptional service through cultivating effective relationships and partnerships. Responsibilities include strategic short- and long-term planning, overseeing maintenance operations, implementing preventative measures, and managing seasonal maintenance services. The Director will also be responsible for supervising the facilities budget and advising on capital expenditures. This position requires full on-site presence.

Responsibilities include:

- Effectively lead, guide, direct, supervise, and set priorities the full-time Buildings & Grounds team – Manager of Buildings & Grounds, Senior Groundskeeper; manage the seasonal maintenance team during the camp season.
- Assist executive leadership in the development and maintenance of long-range facilities master planning.



- Develop, plan, and manage construction and remodeling activities and projects and serve as a liaison with architects, construction managers, other construction personnel, and the COO to ensure that projects are completed on time and within budget.
- Work closely with the COO to assist with analyzing bids and making recommendations for awarding bids, negotiating contracts, performing cost analysis for special procurement recommendations, and maintaining current vendor resources. Direct the purchase of materials, equipment, parts, contracted services, and other services related to facilities and security management.
- Analyze and evaluate the effectiveness of facilities plans and procedures. Anticipate conditions, plan, establish priorities and schedules, and meet established deadlines. Establish criteria, procedures, and schedules for facility operations and services including planned and unplanned maintenance, housekeeping (i.e., floor surfaces, furniture, equipment, and waste management), and grounds (i.e., landscaping, ice, and snow removal).
- Develop, monitor, and maintain a preventive maintenance program to increase the efficiency and operating life of all equipment, pools, buildings, and infrastructural systems such as electrical, mechanical, heating, air conditioning, and plumbing.  
Participate in emergency preparedness and response as related to Buildings & Grounds, and security.
- Establish and maintain effective working relationships with the Board, administrators, contractors, and faculty and staff personnel.
- Ensure work is done in compliance with Huntington and Babylon townships, Suffolk County, New York State, and federal regulations including those of environmental and building codes.
- Monitor utility usage (i.e., electricity, propane gas, water) and implement energy management initiatives.
- Responsible for the maintenance and necessary registrations for campus vehicles, including hybrid cars, pick-up trucks (2), golf carts (11).
- Responsible for facility safety and physical ADA compliance standards
- Monitor maintenance and related operations work, including the work of contractors, to ensure compliance with applicable safety, health, and environmental laws and regulations. Serve as the camp's primary point of contact for facilities-related needs.
- Maintain building and campus blueprints and drawings.
- Maintain a high standard of professional and ethical practice in representing the organization.
- Work cooperatively with team members and colleagues, contributing positively and constructively to the achievement of team and organization objectives.
- Perform other duties as assigned, including special projects.

Successful candidates will have knowledge of and experience managing contractors in the following trades: carpentry, plumbing, light electrical maintenance, cleaning and landscaping. Perhaps most importantly, successful candidates consistently demonstrate empathy and respect for children and colleagues.

The Director will supervise:

- Manager of Buildings & Grounds
- Senior Groundskeeper
- Seasonal Maintenance Staff

To perform this job successfully, you must be able to work in an outdoor camp environment and communicate with other staff effectively. Usdan staff understand that new challenges may arise and often work together to problem solve and determine necessary solutions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Staff will be expected to follow any other instructions, and perform any other related duties, as assigned by their supervisor.

## JOB REQUIREMENTS

### QUALIFICATIONS

- Demonstrated strength in project management with excellent organizational skills and proven ability to complete projects on schedule.
- 10+ years in Facilities and Operations Management is required, with at least five years in a management position, supervising maintenance staff, preferably in a campus setting.
- Bachelor's degree in architecture or engineering is required, or the equivalent combination of education and experience sufficient to successfully perform essential functions of the job.
- Proven skill in handling diverse constituencies, managing multiple tasks and projects simultaneously, problem-solving, and excelling in complex environments with rapidly changing priorities and competing deadlines.
- Working knowledge of building systems and engineering, MEP and HVAC included. Familiarity with codes, ordinances, and best practices affecting construction and repair, especially in Suffolk County.
- Availability to work nights, weekends, and holidays, as needed, and to respond to emergency situations on an "on-call" basis.
- Strong proficiency in the Microsoft Office suite, including Outlook, Word, and Excel
- Strong communication skills.
- Ideal candidates will be organized, motivated, high-energy, hands-on self-starters who work well within a fast-paced environment.
- Ability to multitask and work with competing priorities and deadlines.
- Willing and able to work in all weather conditions.
- Interested in learning new skills.
- Commitment to safety rules.
- Honest and ethical with a can-do attitude and the ability to find "yes".
- Sense of humor a must.
- Valid NYS driver's license.

- Knowledge of pool maintenance is a plus.
- Landscaping experience including tree work is a plus.
- Fluency in both English and Spanish is a plus.
- Ability to meet the physical demands of the job which could include standing for long periods of time, climbing ladders, lifting heavy loads of 50 pounds.
- Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.
- CPR training is not required but a plus
- Have reliable transportation to Usdan's campus. Requests for accommodations are subject to approval by senior management.

## HOURS & LOCATION

- January through December in-office 5 days per week.
- Some nights, weekends, and holidays, as needed, and to respond to emergency situations on an "on-call" basis.

## COMPENSATION AND BENEFITS

- Compensation: \$110,000 to \$120,000
- Usdan offers competitive benefits and retirement package, and Usdan summer camp tuition discounts for school aged dependents of staff.

## PHYSICAL DEMANDS

Usdan is a 140-acre campus with facilities spread throughout - distances vary and are along uneven surfaces, up and down hills. Some facilities are elevated and require one to two stairs to enter. Although this position mostly consists of office work, there will be many opportunities for this position to traverse the campus, especially during the summer season. Some staff walk an average of two miles per day. Other physical demands include the ability to work in a hot, humid environment; the ability to speak clearly and understand the speech of another person; and the ability to prioritize sounds and focus on one sound among many.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical functions of this position.

## TO APPLY

Please apply through our online application: <https://www.usdan.org/employment>

- PDF files are preferred attachments. No phone calls please.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.