

# Jacob K. Javits Convention Center

## Director of Facilities Management

### **Introduction:**

The Jacob K. Javits Convention Center (“the Center”), operated by the New York Convention Center Operating Corporation (“NYCCOC”) is an exhibition and convention center located between West 34<sup>th</sup> and 40<sup>th</sup> Streets, 11<sup>th</sup> and 12<sup>th</sup> Avenues in New York City. Covering six city blocks (2 million square feet), it contains approximately 840,000 square feet of exhibition space on three levels, and 28,000 square feet of dedicated meeting space. It is one of the busiest exhibition facilities in the country. The Center annually hosts major tradeshow, conventions, consumer shows and smaller events, and welcomes an estimated 3.5 million attendees per year. The building has recently completed a \$400-million-dollar renovation and is currently undergoing a \$1.5 Billion expansion that will add an additional 1.2 million SQ-FT. When the expansion is completed the center will increase in size to 3.2 million square feet.

### POSITION OVERVIEW:

Javits Center is currently seeking a new Director of Facilities Management to oversee all engineering, maintenance, and facilities operations for their 1.8M square foot facility in Manhattan. The center was built in 1985 and has since become one of America’s largest and busiest convention centers hosting 100’s trade and public shows a year. The Director of Facilities Management plays an integral part in maintaining a hospitable, safe and memorable experience to the center’s guests.

### POSITION TITLE:

Director of Facilities - Reporting to the Senior Vice President of Facilities

### DIRECT REPORTS:

- Engineering Coordinator
- Night Manager of Operations
- Various Repairs and Maintenance Service Companies and Contractors

Technical Trades and Sub-Departments:

- Engineering
- Carpenters
- Electricians
- Plumbing
- Painting

## PRIMARY RESPONSIBILITIES:

The Director shall interface, schedule, supervise and manage all relevant major divisions, including overseeing HVAC, Electric, Plumbing, Painting, Carpentry, facilities contractors, snow removal and vendors. He or she will also review financial reports and generate status reports for all facilities active projects.

Responsibilities include daily operations (24hrs/day 7 days/week), service calls, corrective and preventive maintenance, of all building areas (expo halls, meeting rooms and all public spaces) energy management and facilities project management. This is a true hands-on position (not property management) for a staff of approximately 75 to 100 PPL.

Experience in managing and working within strict budgetary guidelines to achieve high operating efficiency with a limited amount of internal resources.

Responsible for all aspects of assigned projects but not limited to estimating, designing, drafting, critical reviews, budgets, schedules, compliance with safety and environmental requirements. As well as local city, state and national codes, regulations, policies and procedures.

The incumbent will work with the purchasing department and external suppliers for facility services, building materials and supplies. Will also generate Request for Proposals (RFP's) and submit procurement and permit packages. Maintains and reports facilities project status, escalates deviations to planned facilities project schedules and costs.

Maintains and creates electrical and mechanical specifications and diagrams using CAD (computer aided design) systems, accounts for changes, additions, and modifications.

Physical skill and ability to inspect working environments which may include climbing ladders and operating equipment. Familiar with building codes, OSHA and technical drawings interpretation including and the ability to read and generate facility electrical and mechanical diagrams.

## QUALIFICATIONS:

Bachelor's degree (PE is a plus) in Electrical or Mechanical Engineering, a minimum of 7-10 years of management experience in a similar role. Computer literate with proficiency in maintenance management systems (CMMS), Microsoft Project or Primavera, AutoCAD and Building Information Modeling is preferred.

Strong working knowledge of high voltage and low voltage (IT and electrical systems), power distribution, repairs and maintenance, commercial instrumentation & automation, HVAC systems and controls, vertical transportation, Fire Alarm Systems,

Building Security Systems, Energy, Building Management Systems, Kitchen and Food Service Equipment.

Hands-on experience in direct supervision of operations and union maintenance personnel. The DOF will also lead and participate in daily morning line-ups with all maintenance trades.

Strong communication, motivation, analytical and problem-solving skills.

Excellent leader and team player.

Capable of working under pressure, making time-sensitive decisions and thinking "outside-the-box".

Must be able to self-initiate new preventative maintenance and capital tasks/projects, to set forth new policies and procedures and to be an ambassador of continuous improvement.

The ideal candidate will be a highly effective manager capable of leading by example, training staff and interested in working in a prestigious, fast-paced, HANDS ON and challenging work environment.

Excellent benefits package including medical, vision dental, sick, vacation time and more.