

Job Description

JOB TITLE: Director of Facility Maintenance & Logistics (MEP)

REPORTS TO: Vice President of Operations (MEP)

DEPARTMENT: HLD – Meadow Event Park

This is a full time Exempt position

POSITION SUMMARY:

Responsible for managing buildings, grounds, and mechanical maintenance of The Meadow Event Park. Also responsible for planning, scheduling, and organizing the work of contracted building and grounds personnel for The State Fair of Virginia and other events as directed.

PRIMARY DUTIES

MAINTENANCE

- Supervise and direct the work of the maintenance and event operations staff.
- Oversee all maintenance/repairs of equipment motorized and non/motorized
- Oversee all facility maintenance & infrastructure to include:
 - Landscaping and Grounds Aesthetics
 - HVAC, Fire, Plumbing and Water Systems on the property of The Meadow Event Park
 - Electric and Plumbing
 - Maintain proactive maintenance and repair plans and records for the entire facility.
 - Waste Management Plan
 - Safety Compliance & Adherence to all regulations (county, state, federal)
 - Maintaining adequate supplies necessary to support the operation

EVENT OPERATIONS

- Manage event setups and teardowns by using proactive planning tools. This includes: cleanup, electrical needs, custodians, trailers, tent rentals, bleachers, signage installation, equipment rentals, benches, sound, and etc.
- Negotiate and bid contracts for supplies and equipment.
- Works with VP of Operations to maintain consistent operational logistics.
- Work with VP of Operations to develop budget for year-round maintenance needs.

ADDITIONAL DUTIES

- Occasional travel required
- All other duties as assigned by manager

MINIMUM EDUCATIONAL/EXPERIENCE QUALIFICATIONS

- Associate or Bachelor's Degree or equivalent work experience
- Experience in construction project planning and facility management desired
- Knowledge of agriculture a plus
- Minimum 10 years mid-senior level supervisory experience

MINIMUM SKILL QUALIFICATIONS

- Demonstrated ability to take executive decisions and exercise sound business judgment in the interest of the company
- Ability to work easily and effectively with a wide range of people, practicing leadership, motivation, team building and conflict resolution
- Must possess clear verbal and written communication with public and peers
- Must possess diplomatic skills in working with varied organizations
- Strong leadership and negotiation skills
- Ability to use Microsoft Office products to include Word, Excel and Outlook to manage workflow
- Ability to work extended periods of time in outdoor and indoor environments
- Ability to perform under high stress environment for limited periods of time
- Availability to work long hours, travel, and attend events on evenings and weekends
- Must have a valid driver's license

PREFERRED QUALIFICATIONS

- Facility Maintenance Project Management Experience
- Prior event logistics experience to include planning and management of technical and logistical services to ensure seamless execution of events

PHYSICAL REQUIREMENTS

- Prolong periods of standing and walking throughout property/facilities
- Ability to push/lift 50 pounds
- Must be able to bend, sit, kneel, climb, walk, or crouch as job may require
- Must be able to perform work in a variety of weather conditions

TO APPLY:

<https://www.vafb.com/about/careers/apply-now/apply-now>