

**UGL Services is a facilities services company with headquarters in Newton, MA. UGL Unicco has over 17,000 employees in the US and Canada, with revenues of \$800 million. UGL Services provides a broad range of services to corporate, industrial, manufacturing, educational, commercial, and retail clients.**

### **Summary**

We are currently seeking a Director of Facilities who will be responsible for the overall maintenance and operating activities at a client site in the Rutland, VT area. Individual will be responsible for ensuring that timely and efficient services are delivered to the satisfaction of the client, while meeting the company's financial objectives.

### **Responsibilities:**

- Manages the maintenance and operations activities for assigned site(s) while meeting budgetary guidelines.
- Maintains a leadership role in managing and motivating the entire UGL Unicco staff.
- Generates financial reports related to budgets and operations on an on-going basis, regarding performance of subcontracts, capital improvement projects, and other services provided to the respective client, and maintains full P&L responsibility.
- Maintains a tactical working relationship with client and assists in the development of scope and costs for the renewal contract.
- Evaluates and justifies supplies, equipment and purchases on an as needed basis.
- Maintains a high safety standard and champions the promotion of this important company initiative.
- Ensures compliance with relative regulatory agencies.
- Coordinates technical and EHS training.
- Establishes billing model and assists in collecting outstanding receivables.
- Maintains a strong working knowledge of CMMS, Maximo systems and any other proprietary systems for the respective site(s).
- Establishes performance standards, develops and presents monthly activity report to client.
- Conducts regular facility inspections and evaluates each of the core program(s) provided at the assigned site(s) (janitorial, maintenance, landscaping, etc.).
- Drives the performance review process and manages for continuous improvement of the staff positions.

- Responsible for implementation of all policies and procedures established by UGL Unicco and the customer.

**Qualifications:**

- Bachelor degree in engineering or business, or equivalent work experience in an engineering capacity.
- 7-10 years experience in Integrated Facilities Management with experience managing a workforce including engineers and staff management positions.
- Experience working a school, college, or university setting a plus.
- Prior experience working with a unionized workforce.
- Prior experience managing subcontractors.
- Proficiency with various computer applications, including Microsoft Office and CMMS systems.
- Strong communication and presentation skills, both written and oral.

**Qualified candidates should e-mail resumes to [resumes@ugl-unicco.com](mailto:resumes@ugl-unicco.com). Ensure you reference “Facilities Director” in the subject line to ensure a prompt review of your resume. Please include recent salary history. Resumes without salary history will not be accepted. For more information on UGL Unicco please visit our web site at [www.ugl-unicco.com](http://www.ugl-unicco.com).**

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