



Position Title: Director of Facility

Department: Operations & Facilities

Supervisor: SVP of Facilities Management and Chief Sustainability Officer

Applicants can submit a resume via e-mail to careers@javitscenter.com

The Javits Center has been considered the busiest convention center in the United States, hosting the world's leading conventions, trade shows and special events on Manhattan's West Side. These large-scale events have generated more than \$2 billion in annual economic activity for New York City and New York State, supporting as many as 18,000 jobs in and around the facility. Located on 11th Avenue between West 34th Street and West 40th Street, the iconic structure has played a prominent role in New York's recovery and resurgence, and with a state-of-the-art expansion project recently completed, the venue features more than 850,000 square feet of total exhibition space, two new floors of new meeting room space, a rooftop pavilion and terrace, as well as a range of catering, sustainability, and technology services.

Position Summary:

The Director of Facility is responsible for directing, planning, and managing all operational facility activities for the interior and exterior of the Center. The position will act as a liaison with other Departments and with outside contractors to ensure appropriate communication is established and appropriate action is taken for all facility maintenance projects.

Key Job Accountabilities:

- Oversees all facility operations: Identify and organize storage/building areas for delivery to end user, supervising service companies and schedules for service activities. Maintain a clean and safe workplace for projects and areas as assigned.
- Accountable for developing and presenting procedures for asset management and inventory control, inclusive of cost containment, receiving functions and management of storage area assignments.
- Directs the planning, development and presentation of processes and procedures for daily routine and repetitive organization of operational spaces, office moves, public areas and staff circulation areas.
- Directs the planning of contracted service companies for floor care (Terrazzo, carpet extraction etc.), landscaping & grounds maintenance, window cleaning and elevator service schedules.

- Actively performs field and site inspections of interior and exterior of facility to identify any and all repair and maintenance items to maximize performance of the facility and meet usage and regulatory standards.
- Liaison with other departments for operations support.
- Manages and supervises operations team and coordinates preventative maintenance activities within operations and departments throughout the center.
- Reviews service company invoices for accuracy, scheduling services, assuring terms and conditions of service contracts and follows up disputes as required.
- Under the direction of the Vice President of FM leads the developing, communicating and implementing new facilities operational procedures and any work assignments as directed.
- Develop and educate staff with training and effective departmental employee relations.
- Demonstrates ability to develop and maintain cooperative relations with internal and external customers.
- Coordinate and schedules safety meetings with Safety Department, operations and facilities for project and service company compliance.
- Identify and recommend cost saving initiatives.

Qualifications:

- **Must be fully vaccinated against COVID-19 and any additional vaccinations against COVID-19 as recommended by health officials during your employment.**
- **Must work full-time onsite at the Javits Center.**
- Minimum Bachelor's Degree or equivalent work history.
- At least three years event venue, commercial, hospitality management experience.
- Customer Service oriented, strong interpersonal skills, ability to maintain composure under stressful situations.
- Excellent attention to detail and follow through.
- Ability to adapt to shifting priorities, demands and timelines within a fast-paced environment.
- Must be available to work flexible hours, to include holidays, dictated by the needs of the business.
- Ability to implement change and innovation

The policy of this company prohibits any employment practice which in any way discriminated or tends to discriminate against any person, employees, or employment with respect to conditions or privileges of employment because of an individual's race, color, religion, national origin, ancestry, marital status, non-job-related disability, pass service in the Armed Forces of the United States, sex, or age as provided by law. NY CONVENTION CENTER OPERATING CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER.