

The Cathedral Church of St. John the Divine Facilities Department

Job description: Assistant Director, Facilities

Our Mission Statement:

The Cathedral Church of St. John the Divine is the mother church of the Episcopal Diocese of New York and the seat of its Bishop. In the spirit of Christ, it is chartered as a house of prayer for all people and a unifying center of intellectual light and leadership. The Cathedral serves the many diverse people of our city, nation and world through an array of liturgical, cultural and civic events; pastoral, educational and community outreach activities; and the preservation of the great architectural and historic site that is its legacy. Our theology supports the values of community, hospitality, witness and stewardship which undergird this mission.

Position Summary:

Reporting to and working closely with the Director, Facilities and Capital Projects, the Assistant Director, Facilities is responsible for ensuring a safe, functional and welcoming environment. In addition, the Assistant Director, Facilities works closely with the Manager, Facilities Maintenance and the ten-person team of maintenance specialists and porters to establish and maintain standards in line with this cultural institution that has carefully built its reputation for operational excellence.

Responsibilities

- The Assistant Director, Facilities must train, supervise and support the Facilities staff. That said, a solid knowledge of building systems such as electrical, plumbing and HVAC is required, along with best-in-class people management skills. There is also a rolling-up-your-sleeves aspect to this job—there are times when both routine and emergency situations require a skillful extra hand.
- Relationship management: The Assistant Director, Facilities doesn't stop at customer satisfaction, but seizes every opportunity to achieve customer delight. We want our internal clients to walk away from every transaction with our Facilities team thinking “wow, not only did they deliver, but they kept me posted and treated me with kindness and respect in the process.” The Assistant Director, Facilities plays a key role in making this happen by not only being open to feedback, but by actively soliciting it.
- Contractors: With guidance provided by the Director, Facilities and Capital Projects, The Assistant Director, Facilities is responsible for managing

vendors and contractors to make sure that their products and work meet or exceed expectations.

- Safety: The Assistant Director, Facilities, in partnership with the Director, Facilities and Capital Projects and the Director, Security and his/her team is responsible for ensuring that safety and emergency preparedness policies and procedures are understood and rigorously followed.
- Walking around: The Assistant Director, Facilities is obsessive about scanning the Cathedral's buildings and exterior spaces for opportunities to improve functionality and appearance. While tackling everything that needs painting, patching and repair isn't always financially feasible, setting priorities and budgets and schedules ensures a disciplined approach.
- Computer skills: The Assistant Director, Facilities must use a computer as part of his or her job responsibilities. He or she should have a solid working knowledge of the Microsoft Office suite. CAD skills are helpful.

Core Competencies:

- Interpersonal relations
- Managing budgets
- Managing multiple priorities
- Customer focus
- Drive and dependability
- Analytical thinking
- Diversity awareness
- Team building
- Planning
- Communication
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- Stress tolerance and flexibility
- The ability to delegate when delegating is appropriate, and the ability to direct when directing is appropriate.

Other things to know:

The work week for this position is generally Monday through Friday, but from time to time being on site for major services or events on evenings, weekends, holidays, or after-hours emergencies is required.

Working conditions and physical effort:

- The Assistant Director, Facilities position requires moderate to considerable physical activity; requires handling of objects up to 50 pounds, standing or walking for extended periods, climbing ladders, bending and squatting, crawling in tight spaces, and use of protective equipment.
- The Cathedral's work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

Experience required: The ideal candidate will have at least five years of facilities management experience.

Salary range: \$85,000 to \$95,000

Benefits: In addition to the benefit of working at the world's largest (and we think most beautiful) cathedral, we offer an excellent benefits package, including a retirement plan with a 5% employer contribution and up to 4% employer match, medical, dental and vision coverage and paid vacation and sick time.

To apply: please send a resumé and cover letter to jtiebout@stjohndivine.org.

The Cathedral of Saint John the Divine is an equal opportunity employer.