

NORFOLK COUNTY SHERIFF'S OFFICE

POSTING DATE: February 20, 2024
POSITION TITLE: Director of Facilities

STATUS: Management
SALARY RANGE: \$90,000 - \$120,000
HOURS: 40 Hours

Join our dynamic team and be the driving force behind maintaining a top-tier facility as the Director of Facilities at the Norfolk County Sheriff's Office! We are seeking a skilled leader to spearhead maintenance, construction, and refurbishment initiatives while providing expert administrative oversight.

RESPONSIBILITIES:

The Director of Facilities of the Norfolk County Sheriff's Office shall follow the Department's chain of command policy and work within Administration under the direction of the Superintendent of Jail Operations or their designee.

- Lead all maintenance, repairs, and construction endeavors, making critical fiscal decisions, planning programs, and ensuring top-notch quality to achieve our operational objectives.
- Oversee preventative maintenance and strategic planning for long-term projects, aligning with our mission and goals.
- Develop and implement policies that resonate with our Sheriff's Office objectives, ensuring a clean, safe, and secure environment.
- Prioritize and delegate tasks to guarantee an impeccable physical plant and deliver high-quality services, adhering to regulatory standards and ensuring health and safety compliance.
- Shall render technical assistance in identifying, communicating and facilitating issues and needs which require specialized outside contract vendor services, in order to meet the required maintenance schedules through implementation of a preventive maintenance program
- Shall be responsible to coordinate and facilitate the performance evaluations of quality of work and effectiveness of support supervisors and other subordinates in accordance with the guidelines set forth in CSD 175 Performance Evaluation Policy.
- Shall act as a liaison with other state, local and regulatory commissions, including Department of Public Health, Division of Capital Planning, Department of Corrections, Department of Public Safety, Dedham Fire Department, and others as necessary.
- Shall respond to any emergency facilities issues outside of regular work hours, if unable to be handled by staff on site.

(The Sheriff of Norfolk County reserves the right to add or delete from these responsibilities.)

QUALIFICATIONS/SKILLS:

- 7+ years in facilities management or related experience.
- Academic and/or licensing credentials in the fields of construction and /or related trades; facilities management
- Proven ability to manage diverse projects and staff effectively, displaying exceptional leadership, organizational, and communication skills.
- Preferred knowledge in construction and/or relevant trades.

WORK SCHEDULE:

40 hours per week, subject to adjustments based on Correctional Center needs.

LOCATION:

Dedham, MA

Please submit your cover letter and resume via norfolksheriff.com/employment/application. An employment application will automatically be emailed to you once you submit your information. Should you have any questions, please send an email to recruit@norfolksheriffma.org or call Carmen Li at 781-751-3310.

NCSO is an Affirmative Action/ Equal Opportunity Employer.

M/F/D/V

All applicants meeting minimum entrance requirements will be consider for this position.