



Director of Facilities | Office of Public Safety Administration | Job Description

Responsibilities:

- The City of Chicago has developed the Joint Public Safety Training Campus (JPSTC) at 4443 West Chicago Ave. The campus will be a state-of-the-art fire, police and emergency management training facility consisting of classrooms, offices, community spaces, firing ranges along with indoor and outdoor scenario training facilities. The campus will have significant community involvement with a Boys and Girls Club and two restaurants occupying city owned land and buildings.
- The day-to-day operations of the facility will be led by a full time independent Director for the facility who will have responsibility and authority for managing the entire campus. The Director will serve as the point of contact for all City departments and will be an employee from the Office of Public Safety Administration.
- The Director shall coordinate creation of bylaws for operation and report to the Executive Director of the Office of Public Safety Administration.
- The Director will ensure that all campus tenants are fairly represented and will be responsible for implementing managerial and operational procedures.
- The Director shall oversee scheduling of the Facility.
- The Director will be responsible for coordinating site tours and any upcoming facility rentals.
- The Director shall be responsible for drafting and enforcing the JPSTC Operating Manual.
- The Director will have responsibility for leading and overseeing all aspects of the JPSTC from capital facilities planning, design, and construction to activities supporting the training of Chicago's first responders. The Director collaborates and coordinates JPSTC activities with other City Departments including but not limited to AIS, CFD, CPD and OEMC.
- The position will provide direct leadership for internal OPSA staff.
- This position plays a key role in the construction and maintenance of first responder training props. The director is placed in the unique position of shaping, growing and expanding first responder training facilities.
- Provides Supervision to: Project Managers, Administrative Staff and contracted consultants and Contractors

MINIMUM EDUCATION:

- Required: Four (4) year bachelor’s degree in architecture, engineering, construction management, project management or related field.
- Preferred: Master’s degree in business administration, architecture, engineering, construction management or related field

MINIMUM WORK EXPERIENCE:

- 7 years’ experience in the field of planning, design and construction of new and renovated city/first responder facilities
- 3 years’ experience in a management position overseeing a staff in the execution of planning, design and construction projects

KNOWLEDGE & SKILLS:

- Demonstrated leadership experience: ability to supervise and lead others effectively
- Ability to organize, prioritize, delegate, allocate and make decisions as a manager
- Thorough knowledge of design processes and construction standards including familiarity with authorities and codes having jurisdiction
- Demonstrated ability to read, understand and communicate construction drawings and specifications
- Excellent analytical skills and effective interpersonal, written and verbal communication skills

NOTE: To be considered for this position, you must provide a cover letter and resume detailing your work experience and your educational background. You must include job titles, dates of employment, and specific job duties. Please send this information to Stephanie Smith at Stephanie.Smith@cityofchicago.org

NOTE: A background investigation will be completed on the candidate selected for this position.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 or disabilityaccommodations@cityofchicago.org. Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago
Lori E. Lightfoot, Mayor

Department of Human Resources
Christopher Owen, Commissioner