



## **Building and Energy Services Director**

**Location:** Troy, NY

**Benefits:** Yes

**Classification:** Exempt

CEO is seeking an experienced Director who will be responsible for the overall supervision and oversight of the agency's Building and Energy Services program.

The Director will work collaboratively with the Senior Administrative Team to ensure the provision of high quality, comprehensive energy efficiency programs and facilities management.

### **Responsibilities include:**

- Coordinate workflow and production between department service areas
- Responsible for quality and safety objectives, implementation of policies, and most effective utilization of resources
- Work with staff to establish goals as well as day-to-day operational oversight
- Staff supervision including on-the-job, and technical support
- Perform ongoing compliance review while ensuring all regulatory and legal requirements are followed
- Contributes to development of annual budget, performance goals and operational improvements
- Assures that employee competency and education requirements are maintained per program requirements

### **Qualifications:**

- Must have a minimum of 5-8 years' experience in the field of Facilities and/or Construction management including responsibility for directly supervising the work of field and office staff
- Previous experience with quality assurance measures and compliance
- Must be highly organized and detailed with a proven history of managing multiple priorities and be solution focused
- Proficient with Microsoft Office Suite
- Strong verbal and written communication skills
- BPI certified as a Building Analyst, Auditor or Quality Control Inspector a plus

**Pre-Employment Requirement:** Please note that applicants for this position will be required to complete a pre-employment drug screen.

**Excellent benefits including medical, dental, vision, paid time off and more!**

**Please apply via our online portal at <https://www.ceoempowers.org/about/join-us/>.**

**Submit your resume and cover letter, summarizing applicable experience and salary requirements.**

**EOE/AA**