



## POSITION PROFILE

The Director of Facilities Management will manage and carryout the comprehensive facilities management plan by managing the acquisition, construction, maintenance, and operations of the cooperative's facilities and grounds.

- Direct the Sr. Utility Persons (Fredericksburg) and the overall function of the Facilities Management department.
- Implement and execute required actions to carry out comprehensive facility plan with an emphasis on project management.
- Work with employees on developmental needs and plans.
- Monitor and evaluate the departmental budget.
- Develop and implement policies that ensure consistency and compliance as it relates to space and facility management.

## ROLES AND RESPONSIBILITIES

- Manage and carryout the comprehensive facilities management plan by managing the acquisition, construction, maintenance, and operations of the cooperative's facilities and grounds.
- Participate in and be a part of the operational management team where cooperative challenges are recognized, discussed, and solved. In addition, this group will focus on the cooperative's overall goals and objectives taking into consideration the changes in business climate and the industry. This group will also be charged with implementing the cooperative's strategic plan and passing it down to the employee level. To ensure all the facilities functions are represented as a member of this team.
- Develop and maintain the cooperative's facilities management policies and procedures to ensure compliance with ADA, OSHA, DEQ, Department of Labor regulations etc. Ensure that the facilities and grounds are compliant with state, city, county, federal laws, statutes, rules, and regulations to ensure public safety.
- Ensure an efficient and reliable investment recovery plan and service by developing procedures that will promote good will between the Cooperative and the members. Must be skilled in effectively negotiating contracts related to the construction and maintenance of five (5) campuses.

## REC LANDSCAPE

As one of the nation's leading electric cooperatives, REC is an extraordinary place to discover a rewarding career. Each day, REC powers the lives of its member-owners. REC presently serves over 170,000 residential, commercial, industrial, agricultural and government accounts, and is experiencing an average of 3,000 new service connections per year. Critically important to the membership is access to high-speed broadband internet. REC is taking significant steps to facilitate broadband partnerships in the counties it serves with local internet service providers.

In Virginia, REC is an innovative leader implementing new programs, services and rate offerings. From being the first to implement Prepay, develop an on-bill energy efficiency tariff, and to connect a large-scale battery storage system, opportunities to lead the way are endless.

Today REC is offering and shaping a variety of energy services programs that will be essential to meeting new member needs. In the areas of:

- Outage Information
- Energy Efficiency
- Electric Transportation
- Clean Energy
- Distributed Energy
- Standby generation
- Energy Management

**MISSION:** Connecting our members and communities with safe, reliable, affordable and sustainable energy solutions.



## THE SUCCESSFUL CANDIDATE

Four-year technical, business or electrical degree required. Masters in construction management preferred. FMP, CFM or PMP certification preferred. Must complete at least one (1) professional development activity annually.

Ten (10) years of progressively responsible facilities management, construction project management experience, including supervisory responsibility or equivalent, required. Experience should include knowledge of building codes, land acquisition processes, RUS bulletins and requirements that relate to all areas of facilities, contracting, budgeting, utility plant, and construction.

Must have thorough knowledge of facilities management. Working knowledge of facilities operations at a rural electric distribution cooperative preferred. Thorough knowledge of budgeting, bidding, permitting, environmental requirements, and project management as related to facilities required.

Must possess advanced computer skills to include a working knowledge of project management software. In addition, a working knowledge of Microsoft Office products, including, but not limited to: Outlook, Excel, Word, SharePoint, Teams and PowerPoint as required by job responsibilities.

Must be able to direct department staff in carrying out the responsibilities of the Facilities Department. Must be able to manage the design, planning, construction, and maintenance of equipment, machinery, buildings, and other facilities. Must possess the ability to negotiate and execute contracts pertaining to materials, facilities, and manage projects. Must be able to manage relationships with suppliers while avoiding any conflict of interest. Must have considerable skill in effectively dealing with a variety of people under difficult circumstances. Must have good communication skills, both orally and in writing, and project a good image.

Must use sound judgment and objective attitude in dealing with others. Perform other duties as assigned. Most of the work is performed in the Headquarters office. Frequent trips for inspection of facilities, meeting with employees, customers, utilities, and contractors. Attendance of seminars and conferences several times a year will be required. Subject to twenty-four hour a day call pertaining to outages and major storms. This is an exempt position for pay purposes.

## HOW TO APPLY: Deadline: Open until filled

**Internal Applicants:** Interested parties should submit an internal application (a resume may be attached to the completed application) to the Human Resources Department. Resumes can be emailed to [rech@myrec.coop](mailto:rech@myrec.coop).

**Applicants:** Use our website [myrec.coop/careers](http://myrec.coop/careers) to apply for the opportunity. Please indicate the Job Posting ID # 54FB1022022

## CONTACT INFORMATION:

**Dee Jackson, Talent Acquisition Specialist**  
[djackson@myrec.coop](mailto:djackson@myrec.coop) | 540-891-5998

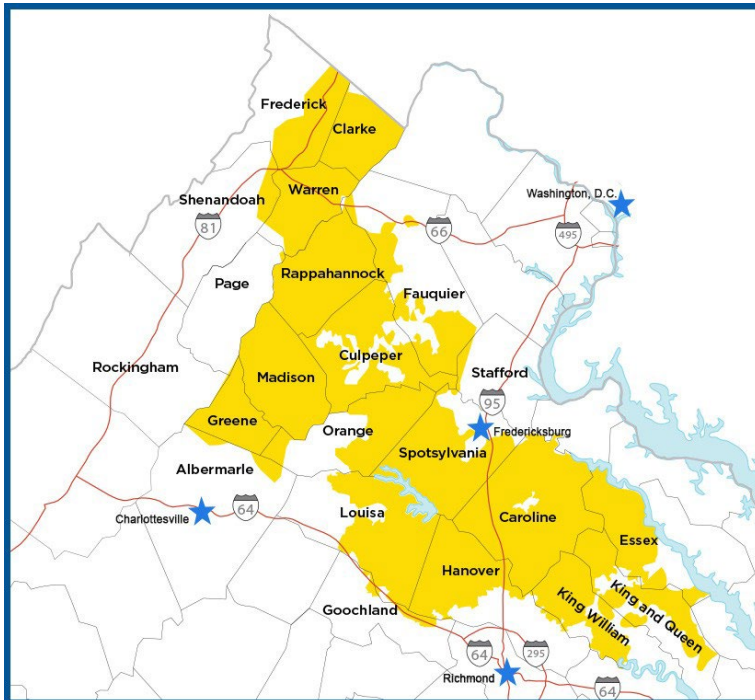
## COMPENSATION, BENEFITS AND RELOCATION

The total compensation and relocation package is competitive and will be dependent upon qualifications and experience. There are a lot of benefits to working at REC. You'll be surrounded and supported by a great team of people who are passionate about what they do.

REC believes our team members are at the core of our success. In recognition of the vital role each employee plays every day, we provide a very strong benefits package including:

- Competitive Pay
- Medical, Dental, Vision, and Prescription Drug Coverage
- Flexible Spending Accounts
- 401(k) with Company Match
- Pension Plan
- Paid Holidays and Time Off
- Educational/Tuition Reimbursement Plan
- Employee Discounts
- Employee Assistance Program
- Wellness Programs
- Parental Leave
- Remote and Teleworking Options

People come to REC's region seeking the beauty of nature and an affordable lifestyle. A simple day trip can take you to the mountains, lakes, and the ocean for exploring or relaxing. When you're ready to head indoors, you won't find an area with more museums, entertainment venues, and restaurants to satisfy all interests. REC is nestled between the Nation's Capital and the capital of the Commonwealth, and the Fredericksburg region is Virginia's fastest growing market, boasting a highly educated labor force, lower cost of business and enviable quality of life. Whether you want the charm of a small town or the energy of a metropolitan environment, you can find it here.



## POWER YOUR FUTURE. JOIN OUR TEAM!

REC has over 430 employees working across 22 counties, from the Blue Ridge Mountains to the southeastern shores of the Rappahannock River. REC is one of the largest electric cooperatives in the nation, with over 170,000 member connections across 17,000+ miles of power lines. While the service territory and employees are diverse, what always stays consistent are the core values: Caring, Integrity, Respect, and Service.

Working at REC means you will enjoy the support of a great team of professionals while also having a positive impact on the lives of people in our communities.

Our employees are some of the most dedicated, innovative, and brightest in the industry. We know that working at REC means we're building successful careers for you and a better life for our members.

**Start Strong. Make Connections. Plan for the Future.**