

Facilities Director

Stoughton, MA

Envision Bank believes in people helping people – it was our belief when we first opened our doors in 1851 as Randolph Savings Bank, and it holds true today. For over 150 years, we have been providing individuals, families, homeowners, and businesses in our community a wide variety of products that are convenient and hassle-free.

We're employee owned, and customer experience driven. We care, and we need people who care as much as we do. We are part of the communities in which we live. Relationships matter. We strive to make things simple and get things done. If this sounds like you, please read on . . .

Position Summary:

Envision Bank's Facilities Director is responsible for the maintenance, repair, vendor management, lease negotiation, and operation of all Bank offices, branches, lending centers and other facilities/properties (off-site storage, parking lots, bank vehicles, etc.). All duties must be performed in compliance with established Bank policies and procedures and with Federal and State laws and codes.

Primary Responsibilities:

- Ensures effective building, personnel, and customer security and safety for all Bank facilities and locations. Responsible for maintaining and controlling building access, alarm operation, fire prevention and security equipment, coordinated responses to alarms and robberies, communications with police and fire officials, updating emergency information and control of bait money updates.
- Negotiates and maintains all leases, vendor contracts, floor plans, furniture and equipment inventories, monitoring and security systems, etc., for all bank facilities.
- Develops and manages enterprise purchasing system, to include qualification of contractors and vendors, creation of request and approval processes, monitoring performance and adherence to budgets, streamlining of services across locations, etc.
- Plans, directs, and coordinates facilities operations, repair, maintenance and grounds-keeping. This includes facilities inspections, hiring and overseeing contracted work, responding to facility emergencies. Assesses, recommends and coordinates facility needs, including vendor purchasing and responding to security and maintenance/facility emergencies on a 24/7 basis in a timely manner.
- Effectively manages costs and contracts for all facility maintenance, environmental initiatives, and grounds-keeping work. Formulates, prepares, monitors and reports on large project budgets.
- Builds and maintains an efficient preventative maintenance program for all Envision facilities, machinery (HVAC, plumbing, trucks, etc.), etc.
- Supports Deposit Operations to ensure secure operational ATMs for all Bank locations. This includes ATM purchases, reviews and recommendations for cash delivery and maintenance contracts, performance of minor repairs.

- Maintains updated knowledge of building and facility changes, and OSHA requirements. Demonstrates continual learning by attending relevant industry seminars and training programs.
- Manages the Maintenance Worker position in the completion of minor maintenance chores which may include minor plumbing or electrical repair, painting touch ups, shelf or furniture repair, testing of boiler system and emergency lights.
- Ensures that the bank follows the State and Federal guidelines for record retention. Effectively manages the process of moving the records to the secure records area and to also include the input of the records to the database, to also include the destruction and removal of records.
- Approves all business supply orders. Manages distribution of supplies to departments. Includes: receiving and storing supplies; distributing to departments as requested keeping assigned areas, like ATMs and kitchens stocked and supplied. Deliver water and paper to each floor on a weekly basis.
- Maintains and drives Bank vehicles. Duties include running errands, making deliveries, purchasing and delivering supplies, arranging for scheduled maintenance and repairs.
- Oversee courier deliveries (e.g., mail, supplies, checks, records) between corporate all locations, as well as the filing and destruction of branch checks.

Other Responsibilities:

The above is a description of the ordinary duties of the position. It should be expected that from time to time other duties [both related and unrelated to the above] may be assigned and are therefore required.

Position Requirements:

- Requires a Bachelors' degree and 5-7 years facilities and security management experience for a multi-location, multi-state organization, preferably within the banking industry.
- Active driver's license with an excellent driving record is required.
- Demonstrated success in the areas of customer communication, project management, reporting and vendor management.
- Possess outstanding written and oral communication skills.
- Strong detail orientation and excellent organizational skills.
- Works in a collaborative and supportive manner with all business units.
- Intermediate to advanced proficiency in MS Outlook and MS Office.

Physical Demands/Conditions:

General office environment, with local travel (Massachusetts, Rhode Island, New Hampshire). Lifting and bending required (up to 50 lbs.). Ability to hear and communicate with others.

Envision Bank offers a comprehensive benefit package including 401(k) Safe Harbor and Matching contributions and Employee Stock Ownership Plan (ESOP) participation.

At Envision Bank **PRIDE** is the foundation of who we are and what we strive to be. If you possess a **P**assion to win, are **R**elationship-driven, thrive in an environment of **I**nnovation and continuous learning, believe in **D**oing the right thing, and are interested in Engaging with a collaborative team, then we want to get to know YOU better!

Apply today at <https://envisionbank.applicantstack.com/x/apply/a2clvbsoit4s>

Envision Bank takes pride in being an Equal Employment Opportunity employer and seeks to create and maintain a vibrant diverse workforce. Equal Opportunity Employer – minorities/females/veterans /individuals with disabilities/sexual orientation/gender identity are strongly encouraged to apply.