



Title: Director of Facility and Asset Management
Location: Ports of Indiana - TBD
Supervisor: Chief Operating Officer
FLSA Status: Exempt

JOB SUMMARY:

This position coordinates the maintenance and upgrade of existing Ports of Indiana operational assets inclusive of buildings, roads, bridges, rail, docks, mechanical, and utility infrastructure. Responsible for the planning, budget, and execution of all asset evaluation, scheduling of maintenance when appropriate. Conformance to company programs, objectives, and mission stated in statute as interpreted by the COO and CEO. Responsible for managing operational maintenance personnel and external vendor resources to maximize the condition of Ports of Indiana assets.

MINIMUM REQUIREMENTS AND QUALIFICATIONS:

Position requires ten (10+) years of related experience in asset, facilities management. Experience in a variety of asset disciplines. A bachelor’s degree in construction, planning, business, engineering, or relative real-world experience. This position requires a strong commitment to program design. Must be data driven and schedule disciplined. Requires strong understanding of business, regulatory, and risk mitigation strategies. Must have the social aptitude to work with a vast variety of stakeholders to move projects forward.

PRIMARY DUTIES AND RESPONSIBILITIES:

	Description
1.	Develop with COO long-term asset/facilities maintenance and life cycle plan. Work to establish SOP’s that are adaptable across the POI network with continuous improvement and best practices adoption.
2.	Lead effort to document and digitize assets/facilities across the Ports of Indiana operating network. Work across disciplines to develop transparent and well-maintained asset records. Key stakeholder COO, Finance, Operating Agents, Port Tenants and Legal.
3.	Owner of the facilities condition. Proactive assessment and protecting the infrastructure investments of Ports of Indiana.
4.	Prepare with COO and CFO annual capital, planning and maintenance budgets. Collaborates with developing port networks annual schedule. Responsible to adherence to budget and schedule.
5.	Manage and coordination of maintenance/repair public bidding documents and statutory execution. Document any emergency repair exceptions and process under statutory regulations and process.
6.	Work with Facility Managers to build bottoms-up programs and standards across the network that are adaptable to locational needs. Provide leadership, support to Facility Team with recommendations on training and skills improvement.
7.	Manage expectations of Tenants and grow feedback from users as to inform programs. Maintain an Owners mentality to suggestions and solutions. Find the sweet spot of owner’s responsibility and business friendly growth.
8.	Coordinate procurement across network of maintenance program materials, seasonal inputs, and services in compliance with corporate, permitting, statutory requirements.



9.	Provide Ownership oversight during maintenance projects to assure proper execution of construction, upgrade, and installments. Provide update as to specification, change order requests, tracking of project costs and invoice review/reconciliation.
10.	Other duties as assigned by the COO.

MENTAL/VISUAL/PHYSICAL STRAIN:

This position has very little strain in any of these areas.