

**DEPARTMENT:** VFW Properties – DC Office

**JOB TITLE:** Assistant Director, VFW Properties

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**NATURE OF WORK:**

Assists the Director, VFW Properties in managing the Washington D.C. properties in an effective and efficient manner. Provides a safe, secure and comfortable working environment for VFW staff, tenants, members and visitors. Acts as on-site manager for the National Memorial Building and grounds and the VFW condominium.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Responsible for management and maintenance of a five-story office building. Operates and maintains heating, ventilation and air conditioning (HVAC) controls, equipment and machinery, electrical and plumbing equipment and fixtures. Assures that the building is open for business and flags are raised at 7:30 A.M. on business days. Ensures consistent and proper temperatures, implements internal and external maintenance, and directs the day-to-day cleaning operations. Manages the preventive maintenance program.

Responsible for security system operations, fire alarms, and the card entry system for the building.

Assists the Director as VFW rental agent and assists in overseeing service company contracts and vendor agreements. Prepares rental rate comparison for renewal of tenant leases. Reviews rental contracts, service contracts, and licenses for equipment. Works with the Director on budgeting, leases, and bills. Monitors tenant relations and works to keep tenants satisfied with the building and building staff.

Inspects the building for needed repairs and maintenance. Performs necessary repairs, assigns to staff, or determines if outside contractor is necessary.

Makes daily assignments and reviews the work of the night engineer and support staff. Directs cleaning programs, lawn and landscape care, snow removal and trash removal.

Purchases supplies and materials required for the cleaning and maintenance of building, equipment and machinery.

Manages the VFW condominium, coordinating cleaning, repairs, and renovations. Responsible for condo use scheduling and stocking.

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Assists Director in implementing long range programs, including down-time maintenance, major renovations and refurbishing and in overseeing service contracts, (e.g., elevator service, trash removal, chemical treatments, etc.) and the purchase of office furniture, carpeting, wall coverings and janitorial supplies.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

VFW member eligible status is required for the title of Assistant Director.

Must have a minimum of Third Class D.C. operating engineer's license, five to seven years directly related experience, and an associates degree or equivalent.

Must be familiar with D.C. Codes pertaining to the operation of steam vessels and be proficient in operating HVAC controls, equipment and machinery.

Must be familiar with D.C. Building Codes and have basic knowledge of blueprint reading, electricity, plumbing and carpentry.

Position also requires the following: basic human relations skills and proficient communication skills; proficient management skills for planning and prioritizing assignments of professional and support personnel; proficient manual skills to operate controls, equipment and machinery; and basic analytical and organizational skills to maintain cost-effective programs, including use of gas, electricity and the purchase of supplies.

Interpersonal skills required for dealing with VFW employees, tenants, vendors, and service contract personnel (landscaping, cleaning, condo management, mechanical, etc.). Coordinates and resolves problems.

Position has latitude to decide how and when tasks will be performed. Typical decisions include how and when maintenance and repairs will be accomplished and where to purchase supplies and materials.

**SCOPE OF POSITION:**

Reports directly to the VFW Properties Director and coordinates closely with the Director, Admin & Operations, DC. Has supervision over one professional (Night Engineer) and 1-2 maintenance personnel. Assigns work and provides technical guidance. Responsible for discipline and performance appraisals. Monitors and evaluates work of others to include cleaning team, landscapers, and other contractors.

Plans and prioritizes own work and that of support staff on a daily basis. Assists the Director in implementing long range planning, such as major renovations and refurbishing.

Has major financial impact on the VFW through rental income, service contracts, vendor agreements, and refurbishing VFW offices and operating expenses (salaries, utilities and supplies).

**WORKING CONDITIONS:**

Normal office environment most of the time. As a working supervisor, incumbent is required to do heavy lifting up to 75 pounds and other maintenance-related tasks which require physical dexterity. Must also travel throughout the building to inspect maintenance performed, supervise repairs, and respond to problems. Subject to high noise levels from close contact with HVAC machinery and other equipment. Some work is performed outdoors in extreme temperatures.

Position is on-call 24 hours. Position is required to drive a vehicle to pick up parts and materials necessary to perform work. Position may require occasional overtime or adjustment to work schedule to include early or late work hours for snow removal or other circumstances.

Must be sufficiently fit and physically capable of performing assigned duties. May be required to take, or provide evidence of, a satisfactory physical examination.

**MAJOR ACCOUNTABILITIES:**

Ensure a safe, clean and comfortable work environment for VFW staff, tenants and visitors. Maintain the National Memorial Building and grounds as a "showplace" for the VFW.

Ensure that rental agreements, service company contracts and vendor agreements are initiated and executed in a manner beneficial to the VFW.

Ensure that utilities, materials and supplies are utilized in a cost-effective manner and that machinery and equipment are maintained in an efficient and effective manner.

Ensure the VFW condominium is maintained in excellent condition and ready for scheduled visitors.

The above duties are general in nature and are not intended to reflect all of the duties which may be required of the incumbent.

\*This position is not eligible for relocation assistance.\*