



JOB DESCRIPTION

JOB TITLE: Director of Facilities	FLSA: Exempt
Department: Administration - Facilities/Physical Plant	Date Reviewed: 6/9/2020
Security Sensitive: Yes	Grade: D62
Reports To: Vice President for Administration and Student Services	

Job Summary

Under the direction of the Vice President for Administration and Student Services, the Director of Facilities directs facilities management operations and future planning of College facilities. The Director of Facilities establishes procedures for maintenance, repair and/or replacement of College facilities, grounds, systems equipment, the vehicle fleet and enforces fire and safety policy and procedures.

Essential Functions

- Directs and inspects facilities for regulatory compliance;
- Assesses and monitors facility repairs to ensure cost effectiveness; establishes criteria for repair versus replacement of facilities;
- Develops and implements department's strategic plan in accordance with College's overall strategic plan;
- Creates, implements, and maintains department repair and capital improvement budgets; ensures compliance with budgetary constraints; and forecasts and plans facility improvements;
- Plans, develops and prioritizes projects and weekly work plans; ensures that materials are ordered, projects are designed and planned, and monies are available;
- Plans work/staff schedules; evaluates and monitors projects with regard to progress and costs.
- Coordinates and monitors status of work orders; estimates, requests, and purchases materials and equipment; and estimates labor costs;
- Maintains current knowledge in the field of facilities management and maintenance; establishes, implements and updates facility related policies and procedures; complies with federal, state and local laws and regulations; follows all safety precautions/standards and College policies and procedures;
- Represents the College and/or the department on committees and professional organization membership(s); and performs related duties as assigned;
- Ensures compliance with applicable building and safety codes, hazardous waste disposal, OSHA, hazardous materials, etc;
- Monitors campus emergencies, including equipment breakdowns, malfunctions and alarm calls;
- Manages and supervises department staff including, but not limited to, working supervisor, grounds workers, custodial staff, clerical staff, shipping and receiving personnel;
- Responsible for the maintenance and operation of the campus fire alarm systems and fire protection systems;

- Responsible for maintaining and updating as needed a comprehensive safety plan, a process for facilities opening and lock-down, and an emergency notification procedure;
- Verifies department employee timesheets for accuracy and compliance with college policies and procedures;
- Responsible for maintenance and operational concerns for campus parking areas;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- A Bachelor's degree in engineering, construction management, or related field; five years of related experience including two years of supervisory experience, or an equivalent combination of education and experience;
- Knowledge of all phases of physical plant operation, maintenance and repair, planning, scheduling, management and administration of the plant; federal, state, and local regulation safety practices; record keeping and report writing experience;
- Technical knowledge and skills in working with air-conditioning and heating systems;
- Knowledge and experience with state and local safety, fire, construction, and public access regulations experience; an understanding of blueprints and building codes; experience developing cost estimates and budgets;
- Ability to communicate effectively utilizing interpersonal skills to maintain effective relationships with other department staff, faculty, students and the public;
- Ability to express oneself clearly and concisely in presenting ideas and concepts both in verbal and written form;
- Skill in areas of budgeting and financial administration;
- General management and organizational skills necessary to administer a large and diverse department;
- Flexibility and ability to cope with several tasks simultaneously are required;
- Computer literate in Windows environment;
- Must be physically and mentally fit to respond to emergency situations.

Work Environment

- May require strenuous lifting (up to 50 lbs.), bending, climbing, walking.
- Exposure to potentially hazardous chemical solutions
- Exposure to inclement weather.
- On 24-hour emergency call.

Special Requirements

- Ability to meet a flexible work schedule including some evenings and weekends and available on-call for emergencies by telephone and/or cell phone.
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date