

JOB TITLE: Director, Facilities & Grounds

DEPARTMENT: Finance & Administration

LOCATION: Union Campus

REPORTS TO: Vice President, Finance & Administration

FLSA: Exempt

LEVEL: 206

DATE: 4/7/17

POSITION SUMMARY: Direct and manage all necessary functions associated with the daily physical operations of the campus. This includes but not limited to physical plant operations, maintenance and repair of equipment and buildings, renovations of existing square footage and new construction, energy management and automated building systems. Supervise facilities and grounds staff.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of bachelor's degree and a minimum of five years related experience preferred.

ESSENTIAL TASKS:

- Manage all physical plant operation, maintenance, repair and minor construction at the main campus as well as any other satellite campuses.
- Supervise all department personnel, making recommendations for hires, and all other personnel changes required as appropriate.
- Manage and apply all risk management as directed by our insurance carrier.
- Supervise property management and inventory reports for the department.
- Maintain and insure the proper operations of our automated building systems.
- Prepare and manage department budget.
- Administer and oversee the operation of campus utilities.
- Administer and oversee the operation and maintenance of college-owned vehicles.
- Serve as liaison between architects, contractors, and college staff on construction projects. Act as the college's onsite project and construction manager.
- Respond to emergency calls during off hours (including nights and weekends) pertaining to the physical facilities.
- Establish and facilitate preventive maintenance practices.
- Coordinate the preparation and implementation of special projects and new construction.
- Monitor and maintain environmental issues that are set forth by the EPA and the Department of Natural Resources.
- Supervise the activities of those operating or repairing complex machinery or technology systems.
- Negotiate and manage all maintenance contracts and maintain an organized system of those files in the Facilities and Grounds office.
- Maintain a safe work environment.
- Establish and implement all strategic goals for department and for short-term and long-term planning.
- Establish and maintain all deferred maintenance issues to insure sustainable life cycles for college equipment
- Work closely with Purchasing and the Business Office to ensure accurate financial and project transactions
- Promote campus safety and work with security personnel.
- Availability to work or meet in the evenings and/or on weekends as needed and ability to participate in meetings, conferences, and other activities related to the operations of the colleges when necessary;
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, and standards in a safe and efficient manner, with minimal supervision.

LEADERSHIP AND COMMUNICATION SKILLS: Ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to respond meaningfully to the needs of individuals with respect and sensitivity; ability to exchange ideas, information, and opinions with others; ability to give instructions or assignments to others; arrive at decisions, develop conclusions, or develop solutions; demonstrate ethical conduct and professionalism; ability to effectively train, evaluate and develop staff members; ability to handle personnel issues in a highly confidential manner; ability to direct, manage, or lead others; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public.

DECISION-MAKING and ANALYTICAL SKILLS: Establish methods and procedures for acquiring, installing, testing, operating, or repairing machinery or technology systems; establish long-range plans and programs for capital improvements, major construction projects, or new technology systems; perform advanced professional work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements; ability to analyze situations accurately and effectively problem solve; ability to use independent judgment and discretion.

KNOWLEDGE, SKILLS, and ABILITIES: Knowledge of department and college policies, procedures, and interpret and apply these guidelines correctly in various situations; work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to prepare and manage department budget; ability to prepare and analyze financial statements and reports; knowledge of ADA issues to maintain college compliance; knowledge and understanding of state requirements pertaining to bidding and funding of college construction projects; maintain risk management standards and liability issues; knowledge of construction and construction methods including electrical, mechanical, fabrication, carpentry techniques; knowledge and understanding of EPA guidelines as pertaining to maintenance and construction; knowledge and understanding of architectural, electrical, mechanical, and plumbing drawings.

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology, including but not limited to, Microsoft Office, Outlook, etc.; HVAC computerized system; office machines such as telephones, fax machines, or copiers.

WORKING CONDITIONS - the following physical conditions and hazards may be encountered in this position: Due to the nature of this job, it requires the employee to be in a variety of different environments at different times depending on the tasks and projects going on; environments include: indoor/outdoor; extreme temperatures; moisture and/or humidity; dust; hazards may include: electrical/mechanical hazards; chemical/explosive; burn hazards; noise.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to stand, sit, walk, use hands to handle and feel, climb and balance, stoop, kneel, crouch or crawl, reach with hands and arms and talk and hear; the employee may on occasion assist with lift and/or move up to 100 pounds.

POSITIONS SUPERVISED: Administrative Assistant, Custodial and Grounds Supervisor, Maintenance Technicians and Custodians

SIGNATURES: I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

Supervisor Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status.*