

Job Description
DIRECTOR OF FACILITIES AND MAINTENANCE

Location:

Supervisory Responsibility: 3 full time maintenance/housekeeping employees, 2 full-time maintenance electrical repairers, 1 full-time security guard, hourly security officers, hourly bus drivers, and assigned contract workers.

Reports to: Chief Financial Officer

SUMMARY

This position provides leadership and coordination in the areas of facilities maintenance and repair; contract and vendor relations; bid construction and letting; construction oversight; campus cleanliness; structural integrity and safety; and campus purchasing for maintenance. This includes , but is not limited to, supervising contractors and full-time employees, and tracking costs of operating the College and devising ways to reduce those costs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by the Chief Financial Officer or his/her supervisor:

1. Regular and predictable attendance.
2. Supervises and directs all phases of a comprehensive preventive maintenance on campus buildings, grounds and associated equipment.
3. Supervises and directs all phases of preventive maintenance for campus transportation.
4. Supervises and directs the activities of the maintenance staff.
5. Provides oversight and direction for lawn care, housekeeping, and all contracted maintenance vendors.
6. Makes minor structural, electrical, plumbing, roofing, painting, landscaping, flooring, and mechanical equipment repairs as needed.
7. Initiates bids and participates in the bid process for contractors conducting major repairs.
8. Serves as the chair for the Health, Safety, and Security Committee.
9. Provides overall supervision for maintenance employees, security employees, bus drivers, and contracted vendors and directs their work assignments.
10. Monitors the use of utilities (gas, electric, water, sewage, and garbage) and addresses abnormal usage/and /or charges.
11. Establishes a public schedule for routine maintenance on campus (pressure washing, window washing, painting, parking lot striping, exterminator services, gym floor maintenance, carpet cleaning, light bulb replacement, keyed lock servicing, elevators, fire extinguishers, battery replacements, floor waxing, carpet replacement, ceiling tile updates, etc.)

12. In collaboration with the Health, Safety and Security Committee, establishes a public schedule and conducts campus safety drills for the proper functioning of the alarms and proper response by the campus for evacuation, sheltering, and lockdown.
13. Interacts with all campus constituents and investigates reported concerns and hazards; provides for corrective responses.
14. Utilizes the college's online purchase requisition system.
15. Manages and directs work order system to prioritize and timely deliver services for repairs on campus.
16. Ensures employees under his/her supervision follow all safety precautions and procedures in their routine duties.
17. Assists the Institutional Research office in completing all facilities, space utilization, and renovation reports for submission to the Department of Postsecondary Education.
18. Provides risk management and avoidance including appropriate insurance policies on motor vehicles, campus facilities, and other necessary coverage, compliance with ADA504, and other State and Federal laws regarding physical facilities
19. Performs other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

1. Adheres to all policies and procedures set forth by the College.
2. Maintains confidentiality of identified sensitive information and of departmental information.
3. Remains current in and enhances professional knowledge and skills through professional development, training, and continuing education.
4. Interacts with and serves diverse student and employee populations in a courteous and friendly manner.
5. Adheres to College standards of professionalism and confidentiality, including courteous and friendly interaction with other CVCC employees.
6. Maintains appropriate work hours as outlined in State and College policies and assigned by supervisor or dean.
7. Recruits potential students, both traditional and nontraditional, to the College, and assists in retention efforts.
8. Represents the institution in a positive manner.
9. Participates in advance registration, regular registration, and schedule adjustment as assigned.
10. Serves on committees as assigned.
11. Participates in graduation.
12. Participates in the College's planning process.

SUPERVISORY RESPONSIBILITIES

Provides supervision for maintenance/ security employees and contractors providing services for the College.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions. Must be able to drive the College's motorized vehicles, including the State cars, and operate small motorized equipment such as golf carts and lawnmowers. Must be able to perform minor structural, electrical, plumbing, roofing, painting, landscaping, flooring, and mechanical equipment repairs as needed. Must be able to operate a wide variety of tools, machinery and equipment.

MINIMUM EDUCATION and/or EXPERIENCE

Associate degree, or the equivalent thereof, with ten (10) years of experience in industrial, commercial, or institutional maintenance or related field, with five (5) of those years in progressively responsible superintendent, managerial, or director level position of building maintenance operations. Documented five (5) years of supervisory experience. Demonstrated skills making mechanical, electrical, plumbing and/or HVAC repairs with professional certification and/or licensure or the equivalent in one of the aforementioned areas required. Documented experience related to plant management and related trades, blueprints, maintenance, purchasing, inventory control, and building codes. Ability to read and interpret plans and drawings of machinery and mechanical equipment. Safety/OSHA experience and /or training.

LANGUAGE SKILLS

Ability to read, analyze, and interpret incoming and inter-office information. Ability to read and understand oral and written information submitted. Ability to effectively respond to questions from supervisors, faculty, staff, students, and the general public. Effective oral and written communication skills; proficiency in the English language.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, fractions, and decimals.

REASONING ABILITY

Ability to carry out instructions furnished in written, oral, or diagram form.

OTHER SKILLS and ABILITIES

Ability to work independently and solve problems. Strong interpersonal skills. Ability to deal with the general public on a daily basis. Ability to complete an assigned task in a safe manner and in a constant state of alertness. Must understand and follow all safety rules. Ability to work a flexible, nonstandard work week.

LICENSES or CERTIFICATIONS

Valid driver's license. The employee will be required to drive an automobile or other state vehicle in order to carry out the duties of the position. Driving a state-owned vehicle requires a valid driver's license.

WORKING CONDITIONS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and occasionally very loud. The employee will work both inside an office and outside. The employee may need to work outside in all types of weather or in all kinds of work environments, at heights, below ground, and walk stairs. The employee must follow all safety requirements carefully.

HAZARDS

May be exposed to extremes of heat and cold, as well as certain unsafe environments; occasionally works near moving mechanical parts and electrical equipment; possible exposure to fumes or airborne particles; possible exposure to caustic liquids. The employee must follow all safety requirements carefully.

PERSONAL PROTECTIVE EQUIPMENT

The employee is required to wear personal safety equipment as needed, including safety goggles, gloves, ear plugs, face mask, hard hat, long pants, and long sleeves.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to touch, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.