

DIRECTOR OF FACILITIES AND CONSTRUCTION
Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 14
REPORT TO: EXECUTIVE DIRECTOR OF FACILITIES AND PHYSICAL PLANT
REVIEWED DATE: APRIL 17, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Responsible for overseeing the operation, maintenance and managerial oversight of multiple facilities; implementing policies, procedures and programs that will assure well-managed, well-maintained buildings and facilities; leading staff in a positive service response to the concerns and needs of user groups; providing assurance of environmental health, safety concerns, quality programs and policy compliance, in coordination and conjunction with the College's goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains complete responsibility and oversight of day-to-day operations of campus facilities, ensuring that all services are effectively delivered and facility needs are met including custodial, life-safety, engineering and general maintenance; ensures that staff implements and provides these services in a manner consistent with the College's policies, goals and objectives.
 - Provides leadership in identifying, developing, budgeting, coordinating, monitoring reporting and completing operational systems repairs, renovation and replacement projects.
 - Provides advice in the professional areas of facilities planning and construction to the District Board of Trustees, the College President, the Vice President of Finance and Administration and other College leaders, as needed.
 - Directs projects (e.g. site repairs/construction, preventive maintenance, etc.) for the purpose of ensuring completion within established time frames, project design and budget.
 - Supervises all maintenance programs relating to the interior and exterior conditions and appearance and operation of the facilities; reviews and analyzes inspections and reports for potential efficiencies in the operation and maintenance of facilities; develops, implements and monitors cost-savings opportunities.
 - Manages the hiring, training and motivational activities of the facilities support staff to promote a consistent, positive and prompt response to requests.
 - Conducts and approves all performance evaluations of facilities support staff.
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- Supports in the development of a plan of maintenance, facility improvement, and cost reduction

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initiatives.

- Assists with the review of plans and specifications for the inclusion and appropriate application of operational systems in the addition, modification and renovation of new and existing facilities.
- Performs statistical analysis and summarizes findings in applicable reports or other communication means.
- Develops controls and procedures to monitor work order reports for the assurance of effective and timely evaluation, assignment, completion, and close-out of routine and preventative maintenance of all facilities management and work production.
- Maintains records and files; monitors feedback to assure customer satisfaction and identifies service improvement ideas.
- Approves requisitions for purchase of materials, supplies and contractor services.
- Coordinates schedules and special event operations for the purpose of ensuring required facilities preparation.
- Assures college-wide compliance with all Federal, State and Local laws, ordinances, and codes relating to the operation and safety of facilities and staff; assures mandated inspections and repairs of fire safety/suppression systems and other such systems are completed, as required.
- Develops and administers an ongoing training program for staff to assure systems are operated and maintained in a safe, reliable and efficient manner.
- Observes safety regulations and participates in ongoing safety-training programs to cover all aspects of the work performed by the department.
- Serves as liaison with architects, engineers and contractors; coordinates construction activities with college staff and contractors.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Participates in the development of functional unit-level outcomes, monitors assessment of those appropriate outcomes, and assists in the development of plans of action for improvement based on the assessment of those outcomes.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.
- This position is on 24-hour emergency call.

REQUIRED KNOWLEDGE AND SKILLS

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- A strong commitment to the mission of the community college.
- Demonstrate organizational skills in handling and directing multiple and complex assignments and projects.
- Ability to work independently according to established schedules and to complete assignments and projects, as per defined timelines.
- Skills in working effectively in a team environment with a customer service focus.
- Knowledge of all aspects of building systems, contractual maintenance, construction and related services.
- High level of functional and technical knowledge of building system operation is necessary with proficiencies in construction, electrical, plumbing, and HVAC distribution systems.
- Knowledge of Federal, State and Local laws, ordinances, and codes relating to the operation and safety of facilities.
- Must be able to read blueprints.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to perform and excel in a high-tech all-digital environment.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- An associate's degree, or the equivalent, AND ten (10) years of multiple building/facility or campus environment management experience, including five (5) years at a supervisory level OR a Bachelor's degree in engineering, architecture or business from an accredited college or university AND five (5) years of experience of multiple building/facility or campus environment management experience at a supervisory level.
- Experience in planning, scheduling, managing and administrating facilities operations.

PREFERRED EDUCATION AND EXPERIENCE

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- Bachelor's degree in engineering, architecture or business from an accredited college or university **AND** ten (10) years multiple building/facility or campus environment management experience, including five (5) years at a supervisory level.
- Experience using CAD, CMMS, Visio, or Adobe.

CERTIFICATES AND LICENSURES

- Valid Texas driver's license or the ability to obtain one within 90 days of hire.
- OSHA Certification required within one (1) year of employment.
- CFM industry certification is preferred.

PHYSICAL DEMANDS

The physical demands described here 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 frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have an associate's degree, or the equivalent, AND ten (10) years of multiple building/facility or campus environment management experience, including five (5) years at a supervisory level OR a Bachelor's degree in engineering, architecture or business from an accredited college or university AND five (5) years of experience of multiple building/facility or campus environment management experience at a supervisory level?
 - Yes
 - No
3. *Do you have experience in planning, scheduling, managing and administrating facilities operations?
 - Yes
 - No
4. *Are you OSHA certified or can you obtain your certification within one (1) year of employment?
 - Yes
 - No
5. *Do you have a valid Texas driver's license or the ability to obtain one within 90 days of hire?
 - Yes
 - No
6. Do you have a Bachelor's degree in Engineering, Architecture or Business from an accredited college or university AND ten (10) years multiple building/facility or campus environment management experience, including five (5) years at a supervisory level?
 - Yes
 - No
7. Do you have experience using CAD, CMMS, Visio, or Adobe?
 - Yes
 - No

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8. Are you CFM industry certified?
- Yes
 - No