

CLASSIFICATION SPECIFICATION

Collegewide Director of Facilities

FT/PT Class Code: 3115,3615

Pay Grade: B/C 25

FLSA Exempt

Est. 10/24/16

SUMMARY STATEMENT: The incumbent is responsible for collegewide leadership in the management, assessment and oversight of the College's capital infrastructure and coordination of all public works projects and procurement collegewide.

NATURE AND SCOPE: This administrative position reports to the vice president for finance. Reporting into this position are the directors of administrative services at the campuses. This position provides administrative oversight, planning and budgeting for collegewide facility operations and growth. Typical contacts include College employees, federal, state and local officials, professional design and engineering consultants, contractors and community leaders.

PRINCIPAL ACCOUNTABILITIES:

(An incumbent may perform any combination of the below listed accountabilities)

1. Provides collegewide leadership and administrative oversight in the management, assessment and oversight of the College's capital infrastructure and coordination of all public works projects and procurement college-wide. Develops and administers the Administrative Services annual budget.
2. Analyzes and interprets complex regulations and procedures to develop strategic and other plans, evaluate operational effectiveness and resolve problems. Recommends priorities and general strategies for facilities planning and construction.
3. Strategizes and collaborates on project initiatives and implementation to achieve best practices and improved operational efficiency and effectiveness.
4. Plans, manages, inspects and ensures completion by deadlines of collegewide new facility construction and renovations through programming, design, cost analysis, specification development, bids, contract award and permitting, while ensuring that facilities meet environmental, ADA, and building codes at the regulatory levels.
5. Ensures preservation of the campus's physical assets through preventative maintenance performed by collegewide staff and/or contractual services.
6. Determines the feasibility of and application of current energy conservation measures and sustainable energy opportunities in an effort to reduce the campus's carbon footprint.
7. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of College policies and procedures.
- ◇ Knowledge of building and grounds maintenance principles and techniques.
- ◇ Strong interpersonal, communication and presentation skills.
- ◇ Effective problem solving and decision making skills.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.
- ◇ Ability to research, compile and analyze data.
- ◇ Ability to organize and schedule effectively.
- ◇ Ability to work collaboratively with others to achieve desired results.
- ◇ Ability to successfully manage and complete multiple priorities and projects.

MINIMUM QUALIFICATIONS:

Master's degree in a relevant field and four (4) years of relevant experience; or Bachelor's degree in a relevant field and six (6) years of relevant experience. Relevant experience must include project management and direct management of major planning and/or construction programs for a large institution or agency.