

CLASSIFICATION SPECIFICATION

Director of Campus Facilities

FT/PT Class Code: 3119, 3619 Pay Grade: B/C 23

FLSA Exempt

Rev. 03/28/19

SUMMARY STATEMENT: An incumbent is responsible for managing and coordinating the operations of the building maintenance, groundskeeping, fleet maintenance, mail room, custodial, and inventory related services at the assigned campus or campuses. In addition, due to organization structure, other administrative functions may be assigned.

NATURE AND SCOPE:

Incumbents in these management staff positions report to the collegewide director of facilities. This position supervises employees engaged in maintenance and upkeep of the physical facilities, grounds, vehicles, and in mailroom, custodial, inventory, and related services. Typical contacts include most employees at the campus, officials at other federal, State and local agencies, vendors, contractors, students, and the general public.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Ensures the proper maintenance and upkeep of campus facilities and grounds through subordinate staff and/or contractual services.
2. Negotiates and executes contractual agreements in accordance with prescribed guidelines and in the best interest of the campus and the College.
3. Provides input to the director of business services in the development of the budget. Manages operating budget within guidelines, authorizes all purchases for the unit, prepares bid specifications and associated bidding documents.
5. Develops long-range strategic plans for the unit and provides annual budget requests with supporting documentation.
6. Coordinates activities with the vice president and campus director of the campus to ensure the efficient and effective execution of assigned responsibilities.
7. Oversees the administration of mailroom delivery functions.
8. Assists the collegewide director of facilities to plan, manage, and ensure completion of campus new facility construction and renovations through programming, designs, cost analysis, specification development, bids, contract award and permitting, while ensuring that facilities meet environmental, ADA, and building codes at the regulatory levels.
9. Assists the collegewide director of facilities in determining the feasibility of and application of current energy conservation measures and sustainable energy opportunities in an effort to reduce the campus's carbon footprint.

PRINCIPAL ACCOUNTABILITIES, cont'd:

10. Ensures staff have and participate in various professional development opportunities.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of College policies and procedures.
- ◇ Knowledge of project management.
- ◇ Knowledge of state building and fire codes.
- ◇ Knowledge of building and grounds maintenance principles and techniques.
- ◇ Strong interpersonal and presentation skills.
- ◇ Ability to communicate effectively, both orally and in writing.
- ◇ Ability to research, compile, and analyze data.
- ◇ Ability to organize and schedule effectively.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and four (4) years of relevant experience; or Associate's degree in a relevant field and six (6) years of relevant experience or other equivalent combination of education and experience.