

FORT SCOTT COMMUNITY COLLEGE
Position Description MA14

NAME: _____ JOB TITLE: Director of Facilities and Operations
DIVISION/DEPARTMENT: Maintenance RESPONSIBLE TO: Vice President of Finance and Operations
MONTHS PER YEAR: 12 HOURS PER WEEK: Exempt UPDATE: 8-18

CREDENTIALS:

1. High School diploma required, Bachelors degree preferred
2. Knowledge of principles and practices in management, supervision, and training
3. Knowledge of principles and practices in maintenance management
4. Knowledge of methods, materials, and equipment used in the various building construction and maintenance trades, custodial, grounds, and vehicle and equipment maintenance areas
5. Knowledge of general maintenance responsibilities, including electricity, plumbing, HVAC, carpentry, painting, etc.
6. Familiar with estimating costs of construction and repair of building and grounds.
7. Knowledge of laws affecting construction and repair of educational facilities, safety regulations and codes, safe work practices, college policies and procedures
8. Ability to make minor repairs and adjustments to building fixtures and equipment
9. Ability to work effectively with fellow workers, students, and community members
10. Experience in building, industrial, or institutional work preferred
11. Ability to write a business report
12. Ability to assist in budget development and fiscal management

MAY BE REQUIRED TO: work indoor or outdoor in all types of weather, transport equipment to various sites, drive to various sites, operate technical equipment, and lift heavy objects weighing up to 50 pounds; subject to noise from equipment operation, subject to call-outs for emergencies. Individual may also be required to sit or stand for periods of 30 minutes at a time, climb, bend at the waist, reach overhead, and have dexterity of hands and fingers to operate computer terminal, speak and hear clearly to supervise staff, and have adequate sight to observe needed repairs. Hazards include chemical and solvents, fumes, and working around machinery with moving parts.

JOB PURPOSE:

Responsible to the VP of Finance and Operations for all areas of campus facilities and operations

DUTIES AND RESPONSIBILITIES:

1. Oversee and evaluate maintenance, custodial, and operational staff; participate in the selection of personnel; review evaluations of maintenance workers, groundskeepers, and custodians; provide technical guidance and direction; assist in transfer, promotion, and salary decisions; identify training needs; recommend policy, procedures, and personnel changes.
2. Plan buildings, grounds, equipment, furniture, and facilities maintenance program including deferred maintenance, systemic preventative maintenance, and replacement schedules.
3. Assist in facilities master planning
4. Maintain and report space utilization inventory

All job descriptions are subject to revision based on changing needs of the college.

5. Prepare and submit deferred maintenance plan and hazardous substance removal plans and requests.
6. Supervise repair and maintenance work on college facilities and equipment.
7. Prioritize and schedule maintenance and operations projects.
8. Ensure quality, responsiveness, and timeliness of maintenance and operations activities.
9. Identify, budget, order repair parts, and maintenance and custodial equipment and supplies as needed; maintain and inventory appropriate levels of routine parts and supplies.
10. Participate in the development of annual institutional budgets; develop annual departmental budgets; supervise the development of maintenance, grounds, and custodial budgets; monitor and control expenditures to assure compliance with budgetary constraints.
11. Track status of work/project completion and maintenance and operations activities; refine and adjust resource allocation as appropriate to address institutional priorities.
12. Approve work order requests; determine appropriate strategies (in-house vs. contracting out).
13. Supervise periodic analysis of work load to validate ongoing preventative maintenance requirements.
14. Review plans and specifications and recommend changes as necessary; recommend need for and methods of altering existing facilities.
15. Review equipment and supply needs, budget, and purchase as needed.
16. Communicate with vendors, contractors, and State and County inspectors regarding maintenance operations and activities, materials, specifications, scheduling and district policies and procedures; confer with the Dean of Finance and Operations in planning major landscaping, maintenance, or custodial projects.
17. Provide liaison with construction project managers and architects on major capital construction and renovation projects.
18. Assure safe operation of a variety of vehicles and equipment, including tractors, vans, carts, mowers, utility vehicles, trucks, forklift, and power tools.
19. As necessary, respond to on-call and emergency situations; supervise an on-call system for maintenance personnel.
20. Meet on a regular basis with other instructional and institutional administrative/management personnel for planning, idea sharing, issue resolutions, operational communications, etc.
21. Participate in staff development activities for management/administrative personnel.
22. Participate with state and government agencies regarding work programs and community services for eligible individuals.
23. Perform other work related duties as assigned by the VP of Finance and Operations.

Reviewed by Supervisor: _____
Signature

Date