

# JOB DESCRIPTION



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**Position Title:** Director of Facilities

**Department:** Facilities

**Employment Category:** Exempt Staff

**Primary Location:** District-wide  
Based on the Sierra Vista Campus

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** Full-Time; 12 Months/Year

**Pay Grade:** EX16

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**Position Summary:** The Director of Facilities is responsible for the development and oversight of all District facilities operations, scheduled maintenance, capital projects and mailroom operations; provides management and overall policy direction to include personnel training, maintenance scheduling, minor construction projects; budget preparation, execution, reconciliation, and oversight; oversees the development and maintenance of a five year scheduled maintenance plan, space inventory, and submission of capital project proposals, major maintenance and repairs projects. This position is also responsible for project implementation, including real property development, short term and long-range capital planning and preconstruction project management and project delivery, and for construction program management, including overall program and individual project scopes, schedules and budget oversight.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Provides leadership, supervision, and training to the District facilities team and mailroom team, including time management, programming, facility technical competencies (HVAC, mechanical, plumbing, carpentry, electrical, janitorial, landscaping, utility, locksmith, & general contracting), budget management, project management, employee relations, and team building

Coordinates and provides District level supervision and project oversight on all capital projects and complex repair, maintenance, renovation & hazardous substance projects District wide

Develops District standard operating procedures for capital project planning and delivery including maintenance and compliance with District design standards, maintenance and repair procedures, standards of performance, and personnel management guidelines, quality control and qualitative measurements

Responsible for the exchanges of information with District management and staff, vendors, business representatives, consultants, contractors, other educational institutions, regulatory agencies and other organizations regarding planning, implementation, and scheduling of construction, repair and maintenance projects

Develops long and short-range hazardous substance, building maintenance and repair strategic plans.

Ensures that all State Educational code, building codes, OSHA, AHERA, and ADA compliance codes, and regulation are followed

Oversees personnel matters including ensuring adequate staffing, performance evaluations, discipline, training, and work procedures

Ensures facilities online databases are maintained and updated accordingly

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Develops, implements, and monitors standards and procedures, including design standards, energy and efficiency and sustainability goals and requirements for facilities planning and capital and renovation projects, cost and schedule controls and plan reviews; monitors the work of architects, engineers, inspectors and other contractors on District capital projects

Develops and delivers informational updates and presentations to senior administration, the Governing Board, and other interested organizations as required

Serves as a member of the Emergency Response Team, the President's Council and on other committees as assigned

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Bachelor's degree in engineering, construction management, facility management, or related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Ten years progressively responsible facilities management experience including construction, forecasting, and supervisory experience, preferably in a public educational system

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered*

Master's degree and/or possession of a general contractor's license and/or a Facilities/Construction Management Certification preferred

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Working knowledge of the Uniform Building Code (UBC)

Working Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, including AutoCAD and project management software

Knowledge of Critical Path Scheduling (CPM) methodologies and principals, ability to develop and evaluate schedules utilizing Microsoft Project or other related tools

Knowledge of and experience with a variety of capital project delivery methods, including Design-Bid-Build, Design Build, Lease-Lease-Back, CM At-Risk, etc.

Knowledge of management practices and principles

Knowledge of supervisory principles, practices and techniques

Knowledge of the general maintenance principles, practices and techniques

Knowledge of Federal, State and local laws, regulations and guidelines related to assigned work

Abilities in capital project cost estimating processes and ability to develop conceptual cost estimates

Ability to effectively communicate in person, over the telephone, and in writing with people at all levels within the organization.

Skill in computer data entry, modification, and retrieval.

Skill in researching and compiling statistical, financial and other data for reports.

Skill in applying general maintenance principles, practices and techniques

Skill in budget preparation, monitoring and administration

Ability to effectively work and execute independent judgment when faced with a variety of major and minor

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problems and to problem solve  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail  
Ability to work independently while contributing to team environment  
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information  
Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes  
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

**Work Environment:** Work is primarily performed under limited supervision in a typical office setting with appropriate climate controls. Travel, early morning, evening, and weekend work as required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Vice President for Administration

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.