

EXECUTIVE DIRECTOR OF FACILITIES AND PHYSICAL PLANT
Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 12
REPORT TO: VICE PRESIDENT OF FINANCE AND ADMINISTRATION
REVIEWED DATE:

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. This position serves as an exemplary leader and develops and maintains excellent working relationships with TSC employees, campus constituents, the community as well as select regulatory and city/county/state agencies.

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, security, risk management, 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 exemplary leadership to management team including prioritization, direction, development, and assessment.
- Provides leadership in identifying, developing, budgeting, coordinating, monitoring reporting and completing operational systems repairs, renovation and replacement projects.
- Oversees all personnel actions, including interviewing, selecting, and orientation of new hires, training and evaluating of all directly and indirectly supervised personnel and contractor.
- 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.
- Oversees the development, preparation, and explanation of the annual facility budget, quarterly forecasts, and business plans, as determined or assigned.
- Conducts and approves all performance evaluations of facilities support staff.
- Develops and maintains strong rapport with faculty, staff, and students to elicit feedback for

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continuous improvement ensuring organizational effectiveness.

- Oversees the planning and operation of campus facilities in emergency response situations, disaster preparedness, and emergency notification programs.
- Develops a five-year plan of maintenance, facility improvement, and cost reduction 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.
- 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.
- Initiates and approves requisitions for purchase of materials, supplies and contractor services.
- 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.
- Serves on committees as appropriate and as appointed by supervisor.
- 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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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Expert working knowledge of current methods, procedures and practices found in facilities management and development services. Thorough knowledge of a variety of facilities operations areas including mechanical trades (engineering, central plant, plumbing), architectural trades (carpentry, painting, locksmith, electrical), landscape, custodial, transportation, refuse and recycling, and surplus.
- Knowledge of building codes, laws, ordinances and regulations, and trades applicable to building maintenance, repair, and environmental compliance related to the built environment.
- Skilled in establishing program and policy goals, structuring the processes for implementation and assessing ongoing efforts to ensure goals are being met.
- Skilled at attracting and selecting the best talent to meet current and future needs.
- Skilled at holding self and others accountable to clearly stated commitments.
- Skilled at providing clear direction, delegating, and removing obstacles to get work done.
- Skilled at enhancing team performance through training and professional development, coaching, and evaluation.
- Skilled at relating openly, collegially, and comfortably with diverse groups of people.
- 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 electrical, plumbing, and HVAC distribution systems.
- Must be able to read blueprints.
- 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.
- 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.
- 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.
- Ability to perform and excel in a high-tech all-digital environment.

REQUIRED EDUCATION AND EXPERIENCE

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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.

- Bachelor's degree in Business Management, Engineering, Architecture, Construction Management, or Facility Management from an accredited college or university.
- Minimum of five (5) years of management level work experience that has demonstrated effective leadership, technical knowledge, communication and interpersonal skills; understanding of, and experience in budgeting, finance, labor relations, staff supervision, construction & facility management, procurement, OSHA, ADA codes & regulations, program development and project management on a multi building or at a college/university campus.

PREFERRED EDUCATION AND EXPERIENCE

- Master's degree in Business Management, Engineering, Architecture, Construction Management, or Facility Management from an accredited college or university.
- Ten (10) years of management level work experience that has demonstrated effective leadership, technical knowledge, communication and interpersonal skills; understanding of, and experience in budgeting, finance, labor relations, staff supervision, construction & facility management, procurement, OSHA, ADA codes & regulations, program development and project management on a multi building or at a college/university campus.

CERTIFICATES AND LICENSURES

- Valid Texas driver's license or the ability to obtain one within 90 days of hire is required.
- OSHA Certification required within one (1) year of employment.
- Nationally recognized Facilities/Construction Management Certification 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 and fingers to handle 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

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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.

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: _____

Posting Specific Questions

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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 a Bachelor's degree in Business Management, Engineering, Architecture, Construction Management, or Facility Management from an accredited college or university?
 - Yes
 - No
3. *Do you have a minimum of five (5) years of management level work experience that has demonstrated effective leadership, technical knowledge, communication and interpersonal skills; understanding of, and experience in budgeting, finance, labor relations, staff supervision, construction & facility management, procurement, OSHA, ADA codes & regulations, program development and project management on a multi-building or at a college/university campus?
 - Yes
 - No
4. *Do you have a valid Texas driver's license?
 - Yes
 - No
5. *Are you OSHA certified or can obtain your certification within one (1) year of employment?
 - Yes
 - No
6. Do you have a Master's degree in Business Management, Engineering, Architecture, Construction Management, or Facilities Management from an accredited college or university?
 - Yes
 - No
7. Do you have ten (10) years of management level work experience that has demonstrated effective leadership, technical knowledge, communication and interpersonal skills; understanding of, and experience in budgeting, finance, labor relations, staff supervision, construction & facility management, procurement, OSHA, ADA codes & regulations, program development and project management on a multi-building or at a college/university campus?
 - Yes

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- No
- 8. Do you have a nationally recognized Facilities/Construction Management Certification?
 - Yes
 - No