

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR – FACILITIES AND PLANT OPERATIONS

PAY GRADE: A-1

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To direct a program of construction, maintenance, preventive maintenance, operations care, and repair of all college buildings and facilities.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor’s degree preferred. Graduation from an accredited high school or trade school required.
2. Years of experience in field: Six years’ progressively responsible experience and demonstrated competence in building maintenance, including two years in a supervisory capacity required. (A comparable amount of training or experience may be substituted for the minimum qualifications.)
3. Special skills or abilities related to position: Positive human relations’ skills. Ability to communicate effectively. Knowledge of the methods, techniques, tools and materials used in building trades. Knowledge of occupational hazards associated with various trades work and the pertinent safety precautions. Knowledge of the materials commonly used in the care and maintenance of buildings. Ability to lay out work and instruct workers in a variety of maintenance, custodial and grounds keeping activities. Ability to establish and maintain good working relationships with departments, associates and the general public. Ability to read and interpret sketches and blueprints. Ability to make time and material estimates.

ESSENTIAL JOB FUNCTIONS (Continued):

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1. Plan, direct and supervise the work of personnel engaged in maintenance and repair of buildings and building systems.
2. Assist in the planning and design of all renovation, remodeling and new construction projects.
3. Supervise remodeling and renovation of buildings and facilities and provide general oversight of new construction projects.
4. Oversee the procurement and use of supplies and equipment for maintenance and care of the facilities.
5. Maintain records and make reports as required.
6. Assist with state facilities surveys and long range facilities planning.
7. Assist with campus security operations.
8. Provide general oversight of the Plant Operations Department and coordinate the activities of subordinate administrative and managerial staff assigned to the department.
9. Communicate with design professionals, building officials, and external agencies.
10. Evaluate activities of those staff members directly reporting to this position.
11. Recommend major maintenance projects.
12. Develops and monitors departmental budgets.
13. Provide overall supervision of the persons assigned to custodial, grounds, and vehicle services.
14. Oversee supervisors of college support trades workers and trades helpers.
15. Monitor progress of assigned work and projects.
16. Due to the scope of responsibility of this position and the need for the college to communicate, both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Vice President of Administration of Finance.
17. Responsible for the ongoing maintenance of the departmental website.
18. Oversee the annual development and delivery of the college's Capital Improvement Plan.
19. Oversee the update and periodic assessment and development of the college's Educational Plant Survey.
20. Serve as the college liaison to all architects and engineers utilized by the college.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

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.

Revised 7-9-2020

Revised 9-22-2011; 5-1-07; 8-26-2003

PHYSICAL DEMANDS: (Continued)

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Works outside.
- Grease, oil, chemicals, construction and custodial materials.
- Uneven surfaces.
- Limited access construction sites.
- Proximity to operating equipment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB:

Building 10, Ocala Campus

SUPERVISOR OF POSITION:

Vice President of Administration and Finance