

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: DIRECTOR – FACILITIES AND PLANT OPERATIONS

PAY GRADE: A-15

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

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

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelors degree preferred. Graduation from an accredited high school or trade school required.
2. Years of experience in field: Six years of 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:

1. Plan, direct and supervise the work of personnel engaged in maintenance and repair of buildings and building systems.
2. Assists in the planning and design of all renovation, remodeling and new construction projects.
3. Supervise remodeling and renovation of buildings and facilities and provides general oversight of new construction projects.
4. Oversees the procurement and use of supplies and equipment for maintenance and care of the facilities.

Revised 9-22-11
Revised 5-1-07
Revised 8-26-03

ESSENTIAL JOB FUNCTIONS (Continued):

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 coordinates the activities of subordinate administrative and managerial staff assigned to the department.
9. Communicates with design professionals, building officials, and external agencies.
10. Evaluates activities of those staff members directly reporting to this position.
11. Recommends major maintenance projects.
12. Develops and monitors departmental budgets.
13. Provides overall supervision of the persons assigned to custodial, grounds, and vehicle services.
14. Oversee supervisors of college support trades workers and trades helpers.
15. Monitors 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 Senior Vice President.
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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Walking
- Standing
- Bending
- Stooping
- Reaching

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Works outside.
- Grease, oil, chemicals, construction and custodial materials.

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ENVIRONMENTAL CONDITIONS (continued):

- 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: Senior Vice President