

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: MANAGER - FACILITY OPERATIONS AND CONSTRUCTION PROJECTS

PAY GRADE: P-3

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Assists in the coordination of contracted construction projects. Participates in facility planning, project budgeting. Communicates with design professionals, contractors, college staff review officials, and inspectors with contractors. Assists occupants' transition into new or improved facilities and coordinates record-keeping activities in connection with the planning, construction, and occupancy of construction projects. Assists in general operations of the Plant Operations Department and performs special projects as assigned. Assists in the supervision of facilities/Plant Operations activities as directed. Supervises and coordinates the college-wide custodial services and custodial service contracts. Performs college-wide building inspections and reports. Coordinates record-keeping activities essential to the operation of the department. Assists in budget preparation and coordinates budget and purchasing with the college business office. Assists in the administration of the college work-request system.

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: Graduation from an accredited high school or trade school is required. Uniform Building Code Inspector or Certified Building Official certification preferred. Florida driver's license required.
2. Years of experience in the field: Five years' supervisory experience in the construction of facilities and operation of facilities preferred. Experience in project planning, budgeting, and contract administration is preferred. Experience in working with local building officials, inspectors, and permit offices preferred.
3. Special skills or abilities related to the position: Positive human relations skills. General knowledge of the methods, techniques, tools, and materials used in various areas of construction. Knowledge of occupational hazards associated with various trades work and the pertinent safety precautions.

PREREQUISITES FOR POSITION (Qualification Standards Continued):Special skills or abilities related to the position:

Ability to establish and maintain good working relationships with contractors and college staff. Ability to communicate effectively both in writing and orally. Ability to estimate time and materials costs for minor projects. Ability to use construction management or work order systems. Knowledge of Business English, spelling, and arithmetic. Knowledge of office practices, procedures, equipment, and standard appliances. Ability to receive, understand, and follow complex oral and written instructions.

ESSENTIAL JOB FUNCTIONS:

1. Provide general oversight of all contracts pertaining to plant operations including new construction, renovation, remodeling, and special services. Keep contract administration files and coordinate with other campus offices as required.
2. Attend construction meetings, maintain daily construction logs, set up building files.
3. Assist in developing and monitoring contract budgets and schedules, coordinating and approving payment requests with the business office.
4. Monitor the progress of construction schedules.
5. Assist in ordering equipment and furniture and coordinating installation.
6. Coordinate campus-installed infrastructure (network and telephone wiring, cable TV, security systems, etc.) with the contractor.
7. Provide written progress reports on each project for dissemination to appropriate college administrators.
8. Coordinate planned activities between the contractor and other college employees.
9. Keeps minutes of meetings.
10. Establish meeting calendars and agendas.
11. Establish and implement notification procedures.
12. Coordinate direct purchasing program with contractors and the college's purchasing office.
13. Coordinate activities of building officials and inspectors with design professionals and contractors. Secure and provide plans and specifications, assist in communicating concerns to design professionals, request inspections, monitor required corrective actions.
14. Assist in the general oversight of functional areas of plant operations as assigned. Assists in budget preparation and maintenance. Evaluate the performance of subordinates.
15. Assist in the development of departmental administrative procedures.
16. Coordinate special projects and events as directed.
17. Oversee departmental operations in the absence of the director.
18. Assist in budget preparation and maintenance.
19. Report to duty as required for a critical incident such as hurricanes and other emergencies.

ESSENTIAL JOB FUNCTIONS (Continued):

20. 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 and Finance.
21. Perform college-wide facilities inspections and assessments as part of the college capital improvement program and preventive maintenance plan.

(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.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires heavy (45 pounds or more) 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 in various weather conditions.
- Grease, oil, construction materials, and chemicals.
- Proximity to operating equipment.
- Uneven surfaces.

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

PRIMARY LOCATION OF JOB: Building 10 (Maintenance), Ocala Campus

SUPERVISOR OF POSITION: Director of Facilities