

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MANAGER- FACILITY OPERATIONS AND CONSTRUCTION PROJECTS

PAY GRADE: P-12

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Assists in the coordination of contracted construction projects, participates in facility planning, project budgeting, communicates with design professionals, contractors, and 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. Assist in the supervision of facilities/Plant Operations activities as directed. Supervise and coordinate the college wide custodial services and custodial service contracts. Perform college wide building inspections and reports. Coordinate record-keeping activities essential to the operation of the department. Assist in budget preparation, and coordinate budget and purchasing with the college business office. Assist in the administration of the college work request system.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Graduation from an accredited high school or trade school required. Uniform Building Code Inspector or Certified Building Official certification preferred. Florida Driver's License required.
2. Years of experience in field: Five years of supervisory experience in the construction of facilities and operation of facilities preferred. Experience in project planning, budgeting and contract administration preferred. Experience in working with local building officials, inspectors, and permit offices preferred.
3. Special skills or abilities related to 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. 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.

Revised 10-12-10
Revised 04-01-08
Revised 5-1-07
11-8-04

ESSENTIAL JOB FUNCTIONS:

1. Provide general oversight of all contracts pertaining to plant operations including new construction, renovation, remodeling, and special services. Keep contract administrations files and coordinate with other campus offices as required.
2. Attends construction meetings, maintains daily construction logs, sets up building files.
3. Assist in developing and monitoring contract budgets and schedules, coordinates and approves payment request with the Business Office.
4. Monitors the progress of construction schedules.
5. Assists in ordering equipment and furniture and coordinates installation.
6. Coordinates campus-installed infrastructure (network and telephone wiring, cable TV, security systems, inc.) with contractor.
7. Provide written progress reports on each project for dissemination to appropriate College administrators.
8. Coordinates planned activities between contractor and other College employees. Keeps minutes of meetings.
9. Establishes meeting calendars and agendas.
10. Establishes and implements notification procedures.
11. Coordinates direct purchasing program with contractors and the College's purchasing office.
12. Coordinates 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.
13. Assist in the general oversight of functional areas of Plant Operations as assigned. Assists in budget preparation and maintenance. Evaluates performance of subordinates.
14. Assist in the development of departmental administrative procedures.
15. Coordinates special projects and events as directed.
16. Oversees departmental operations in the absence of the Director.
17. Assists in budget preparation and maintenance.
18. Report to duty as required for critical incident such as hurricanes, and other emergencies.
19. 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
20. 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 require

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ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing

ESSENTIAL PHYSICAL SKILLS (continued):

- Heavy (45 pounds and over) lifting and carrying
- Reaching
- Climbing
- Walking

ESSENTIAL PHYSICAL SKILLS (continued):

- Standing
- Kneeling
- Bending
- Stooping

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Work inside and 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-Facilities

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