

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: MANAGER PLANT SAFETY AND FACILITY OPERATIONS

PAY GRADE: P-4

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

#### SAFETY:

To perform intensive reviews and direct the implementation of the requirements for an adequate college-wide safety program for the college, including specific corrections to facilities requiring safety updates. Assist in general operations of the Plant Operations department and perform special projects as assigned. Assist in the supervision of Facilities/Plant Operations activities as directed. 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. To manage a program of construction, maintenance, preventive maintenance, operations care, and repair of all college buildings and facilities.

#### FACILITY OPERATIONS:

Assists in the coordination of contracted construction projects. Participates in facility planning, project budgets, communication 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. Assist 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 recordkeeping 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.

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. This is a skilled/technical level position. At least five years' experience in related safety matters, including detailed knowledge of development and implementation of safety programs, i.e. OSHA or previous company programs.

PREREQUISITES FOR POSITION (Qualification Standards) (continued):

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. Experience and knowledge of state statutes for Educational Facilities and the facility improvement planning process are highly 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. 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. College-Wide Risk Management, Safety Training, Facilities Compliance, SREF, and COOP Reporting.
2. Perform numerous general maintenance corrective actions of safety problems in facilities without assistance or close supervision.
3. Communicate policy, schedule, and other safety information to all members of the college staff, students, and other guests of the college.
4. Establish periodic meetings with appropriate college personnel relating to safety matters and relate these discussions to constantly improving college-wide safety.
5. Prepare forms and procedures and recommend policy relating to college-wide safety.
6. Act as the chief liaison officer with representative of the Florida Risk Management Consortium regarding safety matters, including the completion of annual safety reports.
7. Coordinate the multi-campus plant operations and facilities disaster recovery efforts.
8. Establishes meeting calendars and agendas. Keeps minutes of meetings.
9. Assist in the general oversight of functional areas of Plant Operations as assigned.
10. Assist in budget preparation, payments to contractors, and maintenance requests.
11. Evaluate the performance of subordinates.
12. Assist in the development of departmental administrative procedures.
13. Coordinate special projects and events as directed.
14. Report to duty as required for critical incidents such as hurricanes, and other emergencies.
15. Oversee departmental operations in the absence of the director when assigned.
16. Establish and maintain procedures and record keeping as required to comply with EPA, OSHA, SREF, FBC, and Florida statutes.
17. Coordinate staff training and training records.
18. Coordinate Plant Operation's Continuity of Operations Plan (COOP).
19. Facilities Management of the Citrus Campus, College-wide Custodial Services, College-Wide Move Management, Warehouse Management, Furniture, and Facility Inventory, and inmate program.

ESSENTIAL JOB FUNCTIONS (continued):

20. Assist in developing and monitoring contract budgets and schedules, coordinates and approves payment requests with the Business Office.
21. Monitors the progress of construction schedules.
22. Assist in ordering equipment and furniture and coordinates installation.
23. Provide written progress reports on each project for dissemination to appropriate college administrators.
24. Coordinates planned activities between the contractor and other college employees.
25. Establishes and implements notification procedures.
26. Coordinate direct purchasing program with contractors and the college's purchasing office.
27. Coordinates activities of building officials and inspectors with design professionals and contractors.
28. Secure and provide plans and specifications, assist in communicating concerns to design professionals, request inspections, and monitor required corrective actions.
29. Assist in the general oversight of functional areas of Plant Operations as assigned including budget preparation and maintenance and the development of departmental administrative procedures.
30. Coordinates special projects and events as directed.
31. Department oversight for facilities/plant operations in the absence of the director.
32. Perform college-wide facilities inspections and assessments as part of the college capital improvement program and preventative maintenance plan.
33. 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.

(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 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.
- 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 of Facilities and Plant Operations