

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MANAGER- PLANT SAFETY AND FACILITY OPERATIONS

PAY GRADE: P-12

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To perform intensive reviews and direct the implementation of the requirements for an adequate college wide safety program for the college, including personally making numerous corrections to facilities requiring safety corrects. 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. 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. Florida Driver's License required. This is a skilled/technical level position. At least five (5) years experience in related safety matter, including detailed knowledge of development and implementation of safety programs, i.e. OSHA or previous company programs.
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. Experience and knowledge of State Statutes for Educational Facilities and the facility improvement planning process is highly 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 facility operations. 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. Performs numerous general maintenance corrective actions of safety problems in facilities without assistance or close supervision.
2. Communicates policy, schedules and other safety information to all members of the college staff, students and other guests of the college.
3. Establishes periodic meetings with appropriate college personnel relating to safety matters and relates these discussions to constantly improving college-wide safety.
4. Prepares forms, procedures and recommends policy relating to college-wide safety.
5. Acts as the chief liaison office with representative of the Florida Risk Management Consortium regarding safety matters, including the completion of annual safety reports.
6. Prepare and facilitate the college's Capital improvement Program and educational Plant Survey.
7. Serve as the college Sustainability Coordinator and coordinates and supervises college wide recycling efforts and maintain an on-going program.
8. Prepare and facilitate the Project Priority List for annual state submission.
9. Coordinate the multi-campus plant operations and facilities disaster recovery efforts.
10. Assists in ordering equipment and furniture and coordinates installation.
11. Establishes meeting calendars and agendas.
12. Assist in general oversight of functional areas of Plant Operations as assigned. Assists in budget preparation, payments to contractors and maintenance request.
13. 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 when assigned..
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. Establish and maintain procedures and record keeping as required to comply with EPA, OSHA, SREF, FBC and Florida Statutes.
21. Coordinate staff training and training records.
22. Coordinate Plant Operation's Continuity of Operations Plan (COOP).

(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

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