Position Description:

The Director of Facility Maintenance directs, manages, and supervises all aspects of facility planning, maintenance, construction and renovation, and contract administration for facilities.

The Director will provide leadership and oversight of the college’s facilities maintenance and operations, to include: program administration and training, inspection compliance, identifying and resolving safety and reporting issues such as Americans with Disabilities Act, OSHA, fire safety codes, building code requirements, and compliance with VCCS adopted standards and practices.

The Director will work closely with academic and administrative leaders to direct, manage and supervise all aspects of the college's physical plant to support and enhance the teaching and learning environment.

The Director’s responsibilities include:

Supervision and scheduling for Maintenance Staff.

Maintain an employee training program to ensure compliance with OSHA requirements and the Hazard Communication Standard.

Maintain an active program of professional development for Director and staff for employees to maintain certificates and trade licensures to remain current in their profession.

Ensure that work is scheduled and performed in a manner to minimize disruptions to instruction and operations.

Maintain buildings (152,711 square feet) and grounds (127 acres) to provide a welcoming environment for students, faculty, staff and community.

Ensure that building systems function properly, equipment is serviced regularly and that a replacement cycle is developed for aging equipment. Utilize a proactive maintenance approach and address maintenance issues in a timely manner.

Make recommendations regarding various types of building finishes and repair methods. Perform and/or supervise electrical and plumbing installation and repairs. Administer and monitor the campus central plant heating and cooling system and controls and all other HVAC equipment and boilers. Maintain parking lots and sidewalks.
Develops facilities master plans for building renovations, heating, air conditioning and ventilation systems, fire alarm/suppression systems, plumbing systems, and equipment installations, and space utilization, incorporating energy management strategies.

Oversee campus construction and renovation projects and perform role of on-site clerk of the works for construction projects. Is on site contact for construction contractors, utility companies and fire alarm systems and monitoring. Review drawings and provide feedback on design, including location of site utilities, HVAC system, plumbing, electrical locations and fire alarms. Maintain files and records of as built drawings and AHERA reports. Coordinate planned power and utility outages. Communicate college events schedule to contractors to minimize disruption to instruction and college activities.

Develop specifications for basic renovation projects to be put out for quote to contractors (flooring, doors, window replacement, HVAC repair, electrical, plumbing, casework, ceiling and lighting, painting, parking lot repairs and striping, landscaping and lawn treatment). Works with architectural and design firms to develop specifications for projects that require building permits and review and approval by the Bureau of Capital Outlay Management. Conduct facility site visit tours for contractors who are bidding on projects. Initiate project order requests to VCCS Facilities Office.

Approves purchasing of and provides oversight to the procurement process relative to new construction and renovation, including the completion of project initiation requests for the VCCS and the award of contracts to vendors. Adhere to small business set aside guidelines and ensure utilization of eVA approved vendors. Review and approve P-Card expenditures.

Develop and recommend capital outlay plans and budgets, including submitting budget requests for new and proposed renovations (including furniture, fixture, and equipment needs). Prepare Six-Year Capital Outlay Plan and Maintenance Reserve Plan every two years, incorporating feedback from the administrative team (President’s Cabinet) and faculty, staff and students. Makes presentations to groups when called upon to do so.

Develop annual operating budget for facilities department and ensures that department expenditures are within allocated budget amounts.

Establish and administer contracts for: janitorial service, snow removal, lawn treatment, HVAC equipment maintenance, HVAC water chemistry, roof inspections, elevator inspections, boiler inspections, fire alarm inspections, rugs and mats, pest control, fire alarm monitoring, fire extinguisher inspections, generator maintenance, and other preventative maintenance contracts as needed.

Responsible for campus hard key door locking system.

Ensure that facility data is entered and up to date in the facility condition software system.

Liaison to state fire marshal and addresses findings in a timely manner. Monitors egress, room occupancy levels, and fire/safety hazards in accordance with safety guidelines. Monitors facility
ADA compliance and OSHA compliance and ensures that renovations are in compliance with ADA guidelines and ADA facility audits. Keeps up to date on fire code and ADA code requirements.

Effectively utilize automated work order software system to manage departmental workload.

Actively serve on college standing committees.

Attend meetings and maintain other appropriate communications on behalf of the College;

Perform other duties as may be assigned.

**Minimum Qualifications (Knowledge, Skills, Abilities [KSAs])**

Knowledge of large physical plant maintenance to include: construction, HVAC, plumbing, electrical systems, automated HVAC systems, drafting and design, ability to read and interpret complex architectural and engineering drawings, knowledge of building codes and standards of construction. Strong administrative abilities to include budgeting, planning, work scheduling, and personnel management. Excellent personal relations skills. Demonstrated ability to multi-task, manage, prioritize and make independent work processing decisions.

Ability to supervise, train and evaluate assigned staff and explain pertinent department policies and procedures. Communicate effectively orally and in writing; work with individuals of diverse backgrounds; and establish positive working relationships with external and internal constituents. Ability to organize, implement and direct facility maintenance operations and activities. Excellent computer skills and ability to utilize multiple college adopted computer software programs. Ability to use and apply technology to maximize efficiency of operations. Knowledge of building and safety codes.

**Minimum Qualifications (Education, Experience, Certifications)**

Candidates must have a Master’s Degree in Business Administration, Management, Construction Management, or closely related field, along with professional certification, such as trade licensure, or other related professional certification applicable to facilities management. In lieu of the above, candidates who possess a Bachelor’s Degree in Business Administration, Management, Construction Project Management, or closely related field, professional trade certification (licensed general contractor, electrician, plumber, HVAC technician) and a substantial portfolio of skills and experience will be given consideration if the candidate agrees to obtain a Master’s Degree as a condition of employment within a specified period of time.

**Preferred Qualifications (KSAs)**

Comfortable with using technology and a variety of software programs.

Familiarity with National Incident Management Systems (NIMS)

C.P.R. Certification
Good driving record. Ability to drive large equipment.

Knowledge of principles and processes for providing customer services meet customer needs, meeting quality standards for services, and evaluation of customer satisfaction.

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new objectives.

Ability to analyze and inspect products, services, or processes to evaluate quality, efficiency, effectiveness and performance.

Ability to prioritize and manage multiple tasks and work in fast-paced environment; ability to work with interruptions. Ability to exercise good judgment, discretion and confidentiality.

Ability to communicate effectively orally and in writing with a diverse population.

Ability to establish and maintain effective harmonious work relations with faculty, staff, students and the general public. Understanding of higher education governance processes and accreditation requirements.

Strong and effective oral and written communication skills with the ability to react and speak knowledgeably and professionally on one’s feet. Use of clear-headed thinking and controlling emotions is vital for creating positive outcomes.

Ability to assess situations, see the “big picture”, address leadership and employees factually.

Ability to accept criticism without anger, show patience and confidence in reactions, and to hold people accountable for decisions, behaviors, performance and actions.

Reports to the Vice President of Finance and Administrative Services

Application Process

Interested persons are required to apply by using the on-line application process through the Virginia state-wide job listing at https://virginiajobs.peopleadmin.com. Applicants are also required to include a cover letter, current resume or CV, and an unofficial copy of college transcripts along with the application submittal. Only complete application documentation will be considered; partial submissions will not be considered. If there are multiple transcripts, combine all transcripts into one file before uploading. Application documents will be received until the position is filled; however an initial review of the applicant pool will occur on August 20, 2015.

Persons with disabilities requiring assistance should contact 276 223 4700.
The individual selected will be subject to a criminal history/sex offender background check and e-verify for employment eligibility as a condition of employment.

Any questions regarding application document submission can be directed to HR@wcc.vccs.edu.