

JOB DESCRIPTION

Institution:	Southwest Technical College
Position:	Director of Facilities
Last Revised:	05/10/2022
Reports To:	Vice President of Finance and Administrative Services

Job Summary:

Director of Facilities is responsible for College facilities operations and protection. Maintains college assets to established standards. Serves as the contact point for the State Division of Facilities Construction Management, and other community, state and national agencies. Plans, coordinates, and assures successful completion of the college's expansion, improvement, and maintenance projects. Responsible for the prevention of facility system downtime and component loss through regularly scheduled preventive maintenance measures. Oversees Risk Management, emergency operations, and safety and security functions.

Essential Functions:

1.	Provides administrative and supervisory direction to department personnel. Responsible for recruiting and managing a high-end team dedicated to meeting the strategic and operational needs of the College relating to coordination of all facility services for the physical buildings and grounds maintenance and appearance ensuring compliance with OSHA standards.
2.	Establishes and provides strategic direction and vision, problem anticipation, and problem solving on an enterprise level, as related to capital development and improvement projects in coordination with the implementation of DCFM projects, working directly with DCFM.
3.	Oversees College Fleet acting as the Fleet Manager/liason between College and State Fleet Department. Understand State Fleet Department Rules, Risk Management Fleet Rules, State Legislature Fleet Rules, and USHE Fleet Rules to ensure College Fleet Policy and Fleet Procedures are in compliance. Coordinate with the State Risk Management in matters related to fleet vehicle and Driver Operator accidents.
4.	Responsible for the full range of capital improvement projects from understanding college needs to developing and presenting proposals, obtaining required bids, negotiating and composing construction contracts, and managing and coordinating construction activities.
5.	Responsible for capital development projects. Is familiar with Utah's Nondedicated and dedicated capital project prioritization process and the State's funding procedures. Acts as the College's Project Manager and liaison on capital development projects.
6.	Prepares and maintains a comprehensive capital facilities master plan based on programmatic planning for new and existing facilities. The master planning process is continuous; therefore, Director will review and update master plan(s) regularly to reflect changes in strategic direction, planning, and environment.
7.	Is familiar with all applicable federal, state, and local laws, codes, standards, and rules pertaining to college risk management, safety, security, and emergency operations. Ensures compliance to all such laws, codes, standards, and rules including ADA standards with regard to physical facilities.

8.	Prepares, creates, and implements policies, procedures, and practices, related to facility services operations, college fleet, health and safety, emergency preparedness, and COE and DCFM documentation requirements.
9.	Responsible for department budget to include preparation of annual budget requirements; monitor of expenditures and fiscal activity to ensure compliance with established budget. Performs, coordinates, and approves facilities related purchases.
10.	Communicates and coordinates with internal and external partners including college administration, public officials, and community partners regarding facility services, construction, safety, emergency, and risk management issues.
11.	Conducts an annual state Cost Efficiency Report and reports on goals for cost reductions that is reported to the Legislature.
12.	Oversees College Safety and Emergency Preparedness programs, chairs safety and emergency preparedness committee.
13.	Responds to alarms and code calls, and may provide first-aid as necessary.
14.	Performs other related duties as required.

Qualifications:

To perform at a proficient level and to be fully qualified, a person would be expected to have:

1.	Education:	Bachelor's degree or commensurate experience.
2.	Certifications:	Technical or professional certifications or licenses may be required.
3.	Specialized Knowledge/Skills:	<ul style="list-style-type: none"> • Must demonstrate the ability to successfully manage multiple projects, including budgets, bidding and procurement. Working knowledge of electrical, mechanical, telecommunications, and computer software including maintenance and repair programs. Understand general construction methods, procedures and blue-print reading. Possess an operational knowledge of building safety, fire codes and standards. • Effective verbal and written communication skills; ability to develop good working relationships with supervisor, co-workers, students and the public. Able to work independently and manage work assignments in a collaborative environment. Periodically work a flexible schedule as required and effectively manage stress caused by work load, priorities, and time deadlines. • Ability to work collaboratively and be student focused.
4.	Experience:	Five (5) years of progressively responsible experience performing related duties listed below, with at least three (3) years supervisory experience. An equivalent combination of education and experience may fulfill these requirements. Experience in Facility Operations, Risk Management and Emergency Operations preferred. Previous experience and/or licensure in related trades' occupation is highly desirable.
5.	Background Check:	Must be able to pass a background check.

Environmental Factors:

Conventional Educational Environment. In some programs, employees may occasionally be exposed to cleaning chemicals, and the hazards associated with respective industry equipment.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employee being assigned to this classification; they are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Employee Signature

Date