Job Title: Facilities Director  
Job Code: 30082

JOB SUMMARY

The Facilities Director is responsible for planning, organizing, and directing the maintenance of college facilities and grounds.

MAJOR DUTIES

- Develops and implements policies and procedures relevant to facilities management operations such as new processes, space management and the annual budget;
- Supervises and provides input on personnel related matters;
- Establishes comprehensive, effective safety programs. Maintains compliance with state, federal and OSHA rules and regulations;
- Plans, schedules and implements facilities maintenance activities at a technical college by ensuring the completion of plumbing, electrical, painting, heating, ventilation, air conditioning, carpentry, lawn work, college vehicles and equipment, etc.;
- Coordinates routine purchasing activities;
- Coordinates the removal of hazardous materials and surplus items; trains employees in hazardous materials safety procedures;
- Coordinates the contracting process by writing specifications and selecting contractors;
- Establishes and coordinates a key control program;
- Responsible for the overall maintenance of fire alarms, extinguishers, sprinkler and security systems;
- Manages and oversees financial/budget operation of the department;
- Monitors the activities of personnel to ensure compliance with TCSG policy manual and department procedures;
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the program;
- Evaluates employees at scheduled intervals upon reviewing of all relevant information;
- Conducts regular evaluation of services provided and make adjustments as needed;
- Maintains up-to-date policies, procedures, and state or federal laws that may impact department initiatives.

COMPETENCIES

- Knowledge of facilities maintenance best practices
- Knowledge of custodial operations
- Knowledge of various trade disciplines
- Skill in the delegation of responsibility and authority
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills
MINIMUM QUALIFICATIONS

High School diploma *and* Five (5) years of experience in facilities management which included supervision of multiple operations such as repair and maintenance, space management, security, site selection and facility construction

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.