

# Director of Facilities

April 2024



**Reports To:** Vice President of Administration & Finance

## Job Summary

Do you enjoy tending to construction, overseeing building maintenance and various facility projects? Do you enjoy working in an ever-changing environment and not sitting at a desk day in and day out? If so, Hawkeye Community College has a great opportunity for you!

As our Director of Facilities, you are responsible for the oversight of daily maintenance of campus buildings and systems which include HVAC, water, campus primary building electrical, central steam plant, and chilled water system. Additionally, you are managing the physical plant including planning, organizing, and administering all activities and services. Furthermore, as the Director of Facilities, you are responsible for providing guidance and oversight of the regulatory compliance program of the college for City of Waterloo, Waterloo Fire Dept., State of Iowa, including the DNR, EPA and OSHA. In our position, you will be out and about on campus working with many college personnel, vendors and various community organizations.

Hawkeye Community College is a comprehensive community college focused on meeting the needs of the community by providing quality, affordable learning experiences for a diverse student body through our Adult Learning Center, Business and Community Education Department as well as through more than 50 career and technical programs and liberal arts transfer programs. Hawkeye Community College's mission is about empowering students, strengthening businesses and enriching communities with a vision to improve the quality of life in the communities we serve.

## Essential Job Functions

*Important responsibilities and duties may include, but are not limited to, the following:*

- Manages department operations for procurement, maintenance, custodial activities, and construction projects.
- Interprets, implements, and maintains compliance with all governmental and accreditation regulations.
- Manages inventory on maintenance and custodial equipment and supplies. Researches replacement and upgrades in accordance to purchasing guidelines.
- Conducts training for staff and contractors concerning safety procedures, safe operation of equipment, and machinery, materials handling and emergency issues.
- Oversees snow removal and lawn maintenance operations on College property.
- Manages annual physical plant budget to ensure efficiency in staffing and in use of materials and equipment.
- Hires, trains, supervises and evaluates staff as well as manages contracted services.
- Schedules and directs testing for fire prevention and safety as required by Local, State and Federal regulations.
- Manages the College's vehicle fleet, fuel system, and driving records of all employees that use fleet vehicles.
- Partners with various College departments and divisions to prepare buildings and grounds for scheduled activities.
- Receives, processes, and coordinates work requests for all facilities repair, maintenance, and custodial requests.
- Monitors information sources regarding inclement weather and hazardous road conditions. Consults with the Vice President of Administration & Finance to make recommendations on College cancellations, late starts, and early dismissals.
- Maintains records, files, maintenance agreements, contracts, and warranty information for equipment and mechanical systems.
- Serves as liaison with architects, engineers, and contractors regarding new construction, major renovations, and remodeling.
- Facilitates projects to ensure they are completed within time, design, and budget specifications.

- Develops and implements short and long-range maintenance plans to ensure resources are effectively utilized.
- Participates in College safety planning to ensure staff are educated on the regulations of state and local codes.
- Oversees recycling and garbage disposal for entire campus as well as driving new green initiatives.
- Evaluates and implements energy conservation methods.
- Participates in reviews for ADA, EPA, DNR, OSHA requirements related to the college's campus and buildings.
- Participates in campus committees as assigned.
- Performs other duties as assigned.
- Unless otherwise approved under Hawkeye's remote work policy, regular on campus and/or onsite attendance is considered an essential function of the position.

### **Minimum Qualifications**

- Bachelor's degree in Engineering, Business Management or Technology Management.
- Three (3) years of experience in the operations, the maintenance, and the support of commercial buildings.
- Must possess a current driver's license valid in the State of Iowa and a driving record insurable by the College's insurer. Must be able to obtain additional endorsements as needed.
- Ability to obtain an OSHA 30-hour card for General Industry within twelve (12) months of hire.
- Experience with commercial building construction, building systems and the required maintenance procedures for HVAC, electrical, plumbing, fire suppression systems, low voltage systems (security/camera).
- Knowledge of financial rules, required compliance regulations, laws, and procedures.
- Must possess supervisory skills.
- Knowledge of budget management and fiscal monitoring.
- Knowledge of state and local building, safety, ADA, and health codes.
- Demonstrated ability to work with a culturally diverse student population, faculty, staff, and the general public.
- Ability to demonstrate strong interpersonal communication.
- Skilled in PDF applications, Microsoft Office Suite, Google applications, and video conferencing technology.
- Has knowledge or experience working with low pressure steam systems.
- Demonstrated ability to execute organization and department policies and procedures.
- Demonstrated ability to handle confidential/sensitive information with discretion.

### **Preferred Qualifications**

- Experience working for a public/governmental entity.

### **Working Conditions**

Anticipated schedule is Monday through Friday 8:00 am – 4:30 pm with occasional hours during the evening or weekends as need arises.

Work is performed either in or a combination of an office setting and/or classroom setting using technology. Requires good hand-eye coordination including visual acuity to use a keyboard and read technical information; arm, hand and finger dexterity, including ability to grasp. Sit, stand, bend, lift and move frequently during working hours. During course of day, interact with students, faculty and staff in person, by telephone and computers.

### **Employment Status**

Full-time, exempt position with comprehensive or competitive benefits program including health, dental, vision, life, and LTD insurance, a Section 125 plan for medical and dependent care expenses; holiday, personal, sick, and vacation leave; tuition reimbursement; and a choice of retirement programs—IPERS (defined benefit) or TIAA (defined contribution).

- Salary will commensurate with the candidate's education and experience.
- The salary range for this position begins at \$97,400.

### Application Procedure

- Complete an online application at [www.hawkeyecollege.edu/employment](http://www.hawkeyecollege.edu/employment)
  - Submit/upload a cover letter addressing the following:
    - Summarize how you meet the minimum qualifications for this position.
    - Describe your experience working with maintenance and/or construction projects.
  - Submit/upload a resume.
  - Submit/upload 3 professional references with a minimum of 1 being from a current/past supervisor.
- Priority screening is set to begin on **Wednesday, May 8, 2024**. Completed applications, along with the required materials, received after the priority screening date will be considered at the discretion of the college.

*Hawkeye Community College is an equal opportunity and affirmative action employer, committed to equity and diversity in its educational services and employment practices: <https://www.hawkeyecollege.edu/about/diversity-inclusion/equal-opportunity>. The College does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; or actual or potential parental, family, or marital status in its programs, activities, or employment practices. Veteran status is also included to the extent covered by law. Any person alleging a violation of equity regulations shall have the right to file a formal complaint. Inquiries concerning application of this statement should be addressed to: Equity Coordinator and Title IX Coordinator for employees, 319-296-4405; or Title IX Coordinator for students, 319-296-4448; Hawkeye Community College, 1501 East Orange Road, P.O. Box 8015, Waterloo, Iowa 50704-8015; or email [equity-titleIX@hawkeyecollege.edu](mailto:equity-titleIX@hawkeyecollege.edu), or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576, email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).*

*If any applicant is in need of a reasonable accommodation in completing the application process, please notify a member of Human Resource Services.*