

**Job Title**

Director of Facilities

**Job Description**

The Director of Facilities is responsible for providing the necessary direction and supervision of maintenance, grounds and custodial staff in the operations and upkeep of all SCC buildings, equipment, and grounds to ensure a safe and quality environment.

This position is a full-time position (261 work days per year); with an annual minimum starting salary of \$87K, commensurate with level of experience.

Benefits include single medical (\$1000 deductible), dental & vision insurance, \$50,000 life insurance, long-term disability, paid sick leave, 15 days vacation and participation in IPERS or TIAA-CREF retirement plan.

The Director of Facilities will be assigned to the West Burlington campus but must have the ability and mobility to regularly visit other areas throughout the college district and state. Must be able to work on a basis of “available as work demands” in addition to a fixed schedule, which may include evenings and weekends.

The Director of Facilities will abide by the employment contract and relevant policies and guidelines of the Board of Trustees.

**Essential Duties Summary**

Responsibilities include but are not limited to:

1. Commitment to the comprehensive community college philosophy and mission.
2. Develop and operate the program for maintenance of physical plant and related areas.
3. Manage and coordinate college construction projects.
4. Recommend purchase of maintenance and custodial supplies, materials and equipment best suited to meet college needs while following established college purchasing guidelines.
5. Develop and operate Preventative Maintenance Programs for physical plant and other assigned equipment.
6. Hire, supervise, schedule, train, evaluate, and update maintenance and custodial employees for regular and irregular duties.
7. Assign and maintain college owned vehicles.
8. Submit reports regarding areas of responsibility as required or requested.
9. Oversee security and related policies/procedures to maintain a safe college environment.
10. Schedules and directs aspects of campus safety including fire and tornado drills; maintain documentation and manuals as required by state and federal regulations.
11. Serves as a liaison with local law enforcement officials for emergency planning.
12. Maintain documentation of changes or additions to the physical plant & grounds.
13. Monitor a physical plant budget for all facilities under the College’s control.
14. Maintain all equipment assigned to the physical plant in optimum

operating conditions.

15. Maintain buildings and attached equipment in optimum operating conditions.

16. Adhere to sound risk management practices and procedures.

17. Maintain all grounds, drives, and parking in optimum condition.

18. Make recommendations for securing contractors for repair or maintenance of facilities while following established college purchasing guidelines.

19. Maintain Physical Plant Manual for all facilities.

20. Implement and oversee the institution's policies and programs associated with maintenance and grounds.

21. Maintain a day-to-day knowledge of operations in areas of responsibility. Keep supervisor informed on all matters regarding the operation and maintenance of facilities.

22. Other duties as assigned.

## **Required Qualifications**

1. High school diploma required; Bachelor's Degree in related field preferred.

2. Hands on work experience, including construction management and overseeing new construction projects.

3. Minimum of five (5) years related work experience in one of the following trades: Building Construction, Heating and Air Conditioning, Plumbing, Electrical required.

4. Self motivated, energetic and creative individual with a minimum of five (5) years of proven leadership, planning and supervisory experience required. Supervisory experience would include supervision of staff, budgets and programs.

5. General knowledge of computer software applications specifically Microsoft Office programs and physical plant energy management systems (specifically Metasys).

6. Ability to schedule and supervise all custodial, grounds and maintenance efforts.

7. Knowledge of local and national code on plumbing, electrical, heating, fire, and safety. Ability to read blueprints.

8. Knowledge of physical plant systems and operation and maintenance of such.

9. Ability to work with figures to make cost estimates for in-house construction/repairs, evaluate bid requests and monitor budget activity.

10. Knowledge of high voltage electrical systems, construction procedures/materials, and physical plant security procedures.

11. Knowledge of safe operational, work procedures and campus security experience.

12. Ability to manage multiple tasks, prioritize and complete in a timely manner.

13. Organizational and administrative skills necessary to manage maintenance procedures in an effective manner.

14. Demonstrated leadership qualities that promote a team environment. Ability to direct, supervise, and coordinate others. Knowledge and/or ability to train staff on job skills and procedures.

15. Strong human relations and interpersonal skills to interact positively and effectively with diverse personalities and populations.

16. Ability to interpret and follow directions and guidelines required for compliance with Federal, State and Institutional rules and regulations.

17. Honesty, integrity and ability to handle confidential matters with discretion required.

18. Valid driver's license.
19. Prefer experience with blueprint reading, Best Lock system (Keystone software), 2 pipe boiler system, and working with Johnson Controls fire alarm system.

**Preferred Qualifications**

**Physical Demands**

The Director of Facilities must have the availability to work on a basis of "available as work demands" rather than a fixed schedule is required. Must be available to respond to emergency situations. Ability and mobility to serve the SCC district as needed.

**EEO Statement Summary**

It is the policy of Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Tina Young, Title IX / Equity Coordinator, Southeastern Community College, 1500 W. Agency Road, West Burlington, IA 52655, email [tyoung@scciowa.edu](mailto:tyoung@scciowa.edu)<<mailto:tyoung@scciowa.edu>>, phone number 319/208-5101, fax 319/208-5005 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.