



## Classification Description

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Job Title: Director, Facilities Maintenance and Engineering  
Division: Administrative Services/Facilities Planning and Development  
Reports To: Director, Facilities Planning & Development  
Pay Grade: Administrator  
FLSA Status: Exempt  
Job Code: 3080

### **Job Purpose**

This position is responsible for the direction, supervision and control of facilities operations district-wide. Work includes overseeing and supervising all physical plant activities that include mechanical, electrical, and plumbing operations; maintenance and access services; custodial, grounds, and public safety operations.

### **General Responsibilities**

#### **Essential Functions**

Directs district-wide facilities maintenance and operations.

Plans, establishes, and enforces policies and procedures for district-wide plant and facilities operations.

Consults with the Director, Facilities Planning and Development in striving to improve the operations and maintenance of the plant.

Directs district-wide energy management systems and state regulations.

Initiates cost and standardization studies for facilities and plant operations to provide maximum efficiency and service.

Supervises both maintenance staff and contract employees.

Directs SOD and Operational budgets for Lee, Collier and Hendry/Glades campuses.

Produces computer-generated reports, schedules and procedures as required.

Provides data reporting and statistical analysis of project/energy reports.

## Director, Facilities Maintenance and Engineering

Serves as Project Manager and supervises assigned projects, which may include renovations, remodeling and maintenance repairs.

Performs hands-on duties, as necessary, in all phases of plant operations.

Models and sustains effective Servant-Leadership and Shared Governance practices which enhance the achievement of the vision, goals, plans and student-centered culture of Edison State College.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Associate's degree from a regionally accredited institution of higher education or technical school and five (5) years progressively responsible experience supervising plant operations; preferably at an educational institution. Additional appropriate work experience may be substituted for the Associate's degree on a year-for-year basis.

Working knowledge of HVAC, electrical, plumbing, and building systems; trade skills, energy management system, and preventative maintenance.

Demonstrated supervisory skills.

Thorough knowledge of safety practices, precautions and hazards associated with building and grounds maintenance and repair.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail. The ability to use appropriate job specific technology as required.

Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.

#### **Preferred Qualifications**

Bachelor's degree from a regionally accredited institution of higher education.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicate and collaborate with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

- Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 40 or more pounds.
- Environmental: Typically normal general office, but may be required to supervise indoor and outdoor construction or renovation projects that may involve exposure to hazardous conditions.
- Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills necessary.

Approved through classification/compensation study: September 1, 2009. Revised: February 18, 2011. March 26, 2012.