



Classification Description

<u>Job Title:</u>	Director, Facilities Planning & Development	<u>Pay Grade:</u>	Administrator Schedule
<u>Division:</u>	Administrative Services/Facilities, Planning & Development	<u>FLSA Status:</u>	Exempt
<u>Reports To:</u>	Vice President, Administrative Services	<u>Job Code:</u>	1126

Job Purpose

This is responsible administrative work in developing and implementing district-wide short and long-range facilities planning and the administration of plant operations and public safety. Work includes overseeing and managing all activities in this area to include mailroom, custodial and maintenance services, construction projects and public safety activities. Work includes supervising a professional and technical staff including contract employees for janitorial, grounds, maintenance, and public safety services.

General Responsibilities

Essential Functions

Oversees and conducts facilities planning activities for the College district. Coordinates activities of the College Construction Manager and outside architects and engineers responsible for College construction programs. Evaluates projects and services of planning and construction projects, reviews bid-award and makes recommendations prior to submission to the Vice President, Administrative Services.

Serves as liaison between the College and the Florida Department of Education in facilities matters. Serves as liaison between the College and local government's planning, engineering development and law enforcement agencies.

Assists in securing qualified consultants for the planning and supervision of certain highly specialized facilities and infrastructure projects.

Develops and administers the College's Master Plan; insures the Master Plan receives appropriate approvals and insures timely submission of the Plan to the appropriate entities.

Collaborates with other College departments on the design, bid, construction and remodeling of College facilities insuring department and student needs are met. Coordinates activities of the College Construction Manager and outside architects and engineers responsible for College construction programs.

Director, Facilities Planning & Development

Assists with the establishment and submission of all capital outlay project priority items.

Develops and administers a short and long-range facilities management plan including contracted custodial, grounds and maintenance services; preventive maintenance programs; and public safety services.

Develops annual budget recommendations and administers the approved budget for the department.

Directs and supervises employees involved with facilities planning and physical plant operations.

Oversees all public safety activities for the protection of property and persons on the College grounds through contract services.

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

Bachelor's degree in construction, architecture or education administration or a related field.

Demonstrated successful experience in facilities planning and construction or facilities administration.

Demonstrated successful experience in building and grounds maintenance and repair; and prior public safety experience is preferred.

Ability to supervise skilled and unskilled workers in a variety of maintenance, groundskeeping, custodial and public safety activities.

Personal philosophy compatible with the goals, objectives and mission of Edison State College.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

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.
- Exercise discretion and good judgment at all times and in all contexts and maintain client confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present legal and governmental information in a meaningful manner.

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 communicates and collaborates 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 20 or more pounds.

Environmental: Normal general office

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 13, 2009. Revised April 2, 2012.