

**POSITION DESCRIPTION
SUPPORT PERSONNEL**

POSITION TITLE: Director of Maintenance

ORGANIZATIONAL UNIT: Operations **REPORTS TO:** VP for Operations & Finance **REVISION DATE:** June 2019

I. Narrative General Description

The Director of Maintenance shall be responsible to the VP for Operations & Finance for all matters of maintenance and safety of buildings, inventory, and distribution of supplies and equipment of the college and supervision of all personnel in the department.

II. Functional Responsibilities

- A. Administer and supervise the custodial, maintenance personnel including scheduling of work hours.
- B. Administer and supervise alterations and improvements of the buildings.
- C. Administer and supervise mechanical and electrical functions of the college.
- D. Monitor facilities and recommend changes to comply with current fire codes and regulations.
- E. Supervise and schedule internal set-ups of all college buildings.
- F. Provide for the general security and safety of all college buildings.
- G. Facilitate safety training for staff and maintain records as required.
- H. Coordinate control, inventory and distribution of supplies, equipment, tools and keys of the college.
- I. Coordinate the receiving and delivery of supplies and equipment for the college.
- J. Develop and administer department budget.
- K. Develop and administer an Energy Management Program for the college.
- L. Develop and administer the preventive maintenance program for the college.
- M. Interview and recommend for appointment staff in his/her area of responsibility.
- N. Orient, train, supervise and evaluate those staff reporting to him/her.
- O. Be the point of contact and facilitator for all outside inspections pertaining to insurance, safety, etc.
- P. Coordinate and oversee outside contractors for building projects and repairs.
- Q. Coordinate compliance with all state and/or federal laws pertaining to safety.
- R. Ensure that short-term goals for his/her area (s) of responsibility are developed and achieved.
- S. Keep current in his/her area (s) of responsibility.
- T. Ensure that position descriptions (s) in his/her area (s) of responsibility are current.
- U. Schedule buildings program and review building design with VP for Operations & Finance, architects and contractors.
- V. Collaborate with President's Office, VP for Operations & Finance, and VP for Academics in the scheduling of facility usage.

III. Supervises the Following Staff

- A. Maintenance Technicians
- B. Custodians

IV. Required Knowledge, Skills, and Personal Qualifications

- A. Knowledge of mechanical, plumbing, HVAC and electrical functions equipment in the physical plant.
- B. Knowledge of the duties of the various personnel.
- C. Ability to train all personnel in all aspects of the department.
- D. Be on call twenty-four hours a day, seven days a week.
- E. Basic knowledge of computer applications.
- F. Knowledge of Computer Managed Energy Systems.

V. Required Experience

Four years or more of related experience including at least one year experience in a supervisory or administrative capacity. Experience should include construction, electrical, plumbing, mechanical, building management or other related areas. Experience with large solid-state and pneumatic building control systems.

VI. Required Educational Background

A Bachelor's Degree in Engineering is preferred or comparable work experience.

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION

The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.