

RANGE E03

**JTC NO.ALX
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: College Director, Facilities Management III

DATE PREPARED: Fall 2009

DATE REVISED: Fall 2012; Spring 2015; Spring 2017; Fall 2017

GENERAL SUMMARY:

President's cabinet position responsible for administering the programs of the college physical plant and satellite locations; including building maintenance and repair, remodel/renovation/retrofit, construction, grounds maintenance. LEED and sustainable policies and practices, custodian services, contracted services, receiving and capital inventory control.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides direction for the physical plan functions of the college. Areas of emphasis include building comfort control, cleaning and repair of buildings and equipment, landscaping and maintenance of grounds, receiving incoming material and equipment and inventory control for all capital equipment.
- Acts as physical site manager for various satellites including office, classrooms, swimming pools, fitness facilities, etc.
- Develops and implements programs and schedules for preventive maintenance, equipment replacement and energy conservation.
- Provides leadership for project management of campus and auxiliary projects.
- Develops and administers annual division budget and monitors division expenses.
- Provides leadership for all facilities operations at new LEED campus and LEED buildings.
- May participate and present at state/national conferences and symposiums on planning and development of LEED certified sustainable buildings.
- Develops sustainability practices including reduction of water and utility use, advanced recycling of waste materials, 'green' cleaning, organic pest control, and retrofit of existing equipment.
- Coordinates planning and compliance with EPA, ADA and Corp of Engineers regulations and requirements.
- Coordinates campus fleet management including dispatch, scheduling and maintenance.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Develops standards for furniture and public spaces.
- Provides leadership for complete annual college inventory.
- Supports and participates in District-wide facilities audit.
- Conducts semi-annual campus-wide safety and energy audit.
- Coordinates construction, remodeling and renovation activities, street and parking lot resurfacing, etc., and ensures compliance with applicable building codes.
- Ensures compliance with OSHA, fire codes, city ordinances, etc.
- Serves as college liaison for partnerships with major outside organizations as a result of formal contractual agreements.
- Maintains on-site athletic playing fields and swimming pools.
- Maintains blueprints and specification files for all buildings, systems, and major equipment.
- Selects, trains, evaluates and supervises clerical staff and supervisory personnel in each area of physical plant function.
- Develops and maintains external partnerships in order to provide required college services.
- May participate in the evaluation and selection of contracted services; provides guidance and day-to-day supervision of college staff responsible for coordinating services contracted.
- May serve as manager of hazardous materials. Interprets regulation, develops procedures and manuals and communicates with end users. Responsible for periodic reports and audits. May participate in bid process related to disposal of hazardous waste.
- Performs other related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.

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PHYSICAL EFFORT REQUIRED:

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Master's degree or higher in related field plus three (3) years of work related experience. Ability to utilize computer technology to access and manipulate data and/or systems, maintain records, generate reports and communicate with others. Proven oral and written communication skills to interact with varying levels of DCCCD staff, students, vendors, services personnel and general public from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

09/01/09-ccp
Revised: 09/2012 – emm
Revised: 04/2015 – emm
Revised: 01/2017 –
Revised: 09/2017 - emm
ADA/tmm 8.30.18