

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE
Director of Facilities

GRADE
6

PAGE
Page 1 of 3

ORGANIZATIONAL UNIT
Buildings and Grounds

REPORT TO
Vice President of Finance
and Administration

APPROVED BY
Board of Trustees
March 20, 2024

SUMMARY:

The Director of Facilities (DOF) reports to the Vice President of Finance & Administration (VPFA) and is responsible for providing general administration, supervision, and professional direction for College and Affiliated Enterprise facilities and property management functions, including capital planning, space administration, utilities management, facilities maintenance, sustainability, new capital construction and renovations, landscape, and other physical plant maintenance services. The DOF assists the VP in the formulation of campus policies and confidential contract discussions related to property management and capital projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides leadership and direction for property management of all College and affiliate facilities, including Buildings, Grounds, Custodial, Sustainability, and Capital Projects. Ensures campus and affiliate enterprise facilities are fully operational with all systems and utilities functioning to support the facilities' purpose and occupants.
2. Develops operating and capital budget requests and recommends priorities for departments and functions for which the position is responsible. Negotiates contracts and monitors expenditures to ensure funds are effectively and appropriately used.
3. Provides coordination between the maintenance and custodial services functions and campus departments. Promotes positive interactions between maintenance and custodial services personnel and other divisions/departments of the campus. Coordinates the needs of these divisions/departments with the service providers.
4. Develops and recommends a staffing and training plan to address the needs of the campus for maintenance and operation of its facilities. Supervises and implements approved staffing and training plans.
5. Supervises staff and coordinates with external consultants as necessary to evaluate campus projects and prepare cost estimates and alternatives. Recommends use of on-campus resources or contracted services. Supervises staff that provide technical assistance throughout processes for bids or professional service contracts. Represents the College in negotiations with vendors and contractors.
6. Implements the process for selecting consultants for college capital and facilities projects. Consults with or supervises staff who consult with architects, engineers, and College departments in the planning and development of major new construction or renovation/refurbishment of existing facilities.
7. Oversees the establishment of procedures for the safe and efficient operation of the College's maintenance and custodial services operations in collaboration with the Environmental Health and Safety Officer. This includes procedures to ensure compliance with applicable federal, state, and local codes and regulations and other codes and regulations that may apply.

TOMPKINS CORTLAND COMMUNITY COLLEGE

<u>POSITION TITLE</u> Director of Facilities	<u>GRADE</u> 6	<u>PAGE</u> Page 2 of 3
--	--------------------------	-----------------------------------

<u>ORGANIZATIONAL UNIT</u> Buildings and Grounds	<u>REPORT TO</u> Vice President of Finance and Administration	<u>APPROVED BY</u> Board of Trustees March 20, 2024
--	--	--

8. Oversees recordkeeping and documentation for campus facilities, including a physical space inventory. Supervises staff that maintains updated plans, blueprints, and drawings.
9. Develops and implements a facility management program, including preventative maintenance and life-cycle requirements.
10. Participates in the development of long and short-range facilities plans. Investigates and evaluates the immediate and long-range facility needs and requirements with assistance and advice from professional firms. Prepares the capital improvement plan and capital budget requests for review by the college administration, Board of Trustees, and state and local officials in consultation with VPFA, updating the plan annually. Coordinates Master Plan Development of Facilities' operations.
11. Assist with the development and implement emergency response plans for facilities.
12. Coordinate with campus security and emergency services to ensure a safe and secure campus environment.
13. Oversees and assists project team activities for major new construction work and other contracted projects.
14. Oversees and assists the College energy management program and sustainability efforts.
15. Responsible for the oversight of campus space, the facilitation of moves, and coordinating space use and layout.
16. Assists the appropriate Vice President with presentations to the Board of Trustees Foundation Board of Directors and County Legislative leaders on seeking financial appropriations to secure necessary funding for capital projects.
17. Prepares and presents written and oral reports and communications and conducts special projects as requested by the appropriate Vice President.
18. Must be able to ensure the coordination of a large number of individuals/departments to ensure the timely and satisfactory completion of significant changes and improvements to the campus.
19. Ability to represent the College effectively and appropriately in interactions with internal and external individuals, organizations, and agencies.

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Director of Facilities

GRADE

6

PAGE

Page 3 of 3

ORGANIZATIONAL UNIT

Buildings and Grounds

REPORT TO

Vice President of Finance
and Administration

APPROVED BY

Board of Trustees
March 20, 2024

SUPERVISION:

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- Adjunct Faculty
- Students
- Faculty Student Association (FSA)

Indicate number in each category:

- 25-30 # of Classified Staff
- # of Administrative
- # of Faculty
- # of Adjunct Faculty
- # of Students
- 3 # of FSA

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Facilities Management, Facilities Engineering, Project Management, Business Management, Construction Management, or related field. Eight (8) to ten (10) years of progressively responsible work experience in facility/physical plant management, of which at least three (3) years within a supervisory capacity.
- Working knowledge of principles and practices of project management.
- Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management.
- Knowledge of State, federal, and environmental regulations.
- Ability to independently coordinate efforts involving several departments.
- Exceptional oral and written communication skills. Strong planning and organizational skills.
- Demonstrated problem-solving ability, using good judgment, critical decision-making, and strong negotiation skills.
- Extensive experience in facilities maintenance or equivalent related functions.

DESIRED QUALIFICATIONS:

- Knowledge of budgeting, financial management, and procurement bidding processes, preferably in a public organization.
- Proven expertise in project management and process re-engineering.
- Significant experience managing projects, including large projects of up to two years duration.