

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE
Director of Facilities

GRADE
6

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ORGANIZATIONAL UNIT
Operations

REPORTS TO
Dean of Finance and
Operations

APPROVED BY
Board of Trustees
October 26, 2017

SUMMARY

The Director of Facilities provides vision and leadership for the effective operation, maintenance, and use of resources for all College and Foundation facilities. Responsible for the efficient operation and maintenance of all College and Foundation buildings and grounds as well as maintaining a high standard of appearance. The Director has responsibility for all new construction and renovations to existing facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensures the efficient operation and maintenance of all structural, mechanical, electrical, plumbing, communications and environmental systems of the College, Foundation, and any facility or space that the College may rent to serve its mission.
2. Manages the College's computerized building control system to both conserve energy use and provide for the operational needs of the College and Foundation.
3. Creates technical specifications for lease or purchase of materials, equipment and services required to maintain, upgrade and expand the College and/or Foundation's facilities such as the structural, electrical, mechanical, plumbing and grounds systems.
4. Uses accepted engineering and building code practices to review and provide comments on project plans and specifications that will minimize the College and/or Foundation's exposure to cost overruns and time delays.
5. Guides architects and other professionals to develop and maintain a master plan for the College that addresses both programmatic and maintenance concerns. Provides direction and oversight to these professionals that ensure that the needs of the College are addressed and implemented in their work.
6. Monitors the electric and gas consumption and recommends measures to reduce energy use and costs that are feasible and provide a reasonable return on investment. Negotiates the purchase of electricity and gas with local suppliers, consortia or energy services companies.
7. Ensures a safe and adequate water supply for domestic and emergency needs.
8. Ensures landscape design and execution for the College and Foundation's owned and leased facilities. Provides guidance and direction to ensure that the exterior appearance of the facilities is maintained to a high standard.
9. Ensures staff in the Facilities area has appropriate certification and training in legislatively mandated programs in the handling of hazardous or toxic chemicals, waste, pesticides, herbicides, fertilizers and disposal of same. Establishes and enforces worker safety and environmental protection programs.

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10. Prepares and submits reports required by various Federal, State and Local governments and agencies.
11. Represents the College and/or Foundation to Village, Town, County, State and Federal officials and employees on facility related issues. Conducts public meetings and makes presentations to large groups regarding facilities issues.
12. Reviews leases and contracts and coordinates comments and suggested edits with College and Foundation attorneys and College personnel.
13. Ensures effective communication with applicable College, FSA, Foundation staff, committees, and governing bodies with regard to operational issues, renovations, repairs and status of facility projects.
14. Maintains the Code Enforcement Official certification from the New York Department of State and applies that training to operational and construction projects.
15. Directs the staff of the facilities departments for the College and FSA. Assures effective use of human resources by recommending hiring, disciplinary, and other administrative actions, together with the training, motivating and counseling of assigned personnel. Conducts all personnel matters in accordance with federal, state and local Equal Employment/Affirmative Action Laws, other applicable laws, regulations and collective bargaining agreements.
16. Assures efficient use of material resources by assessment of department needs, development of budget recommendations and management of the department within the budgetary constraints imposed by the College and Foundation.
17. Serves on various College committees and performs other related tasks as assigned.

SUPERVISION

Types Supervised (check each category):

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

Indicate number in each category:

- 27 # of Classified Staff
- # of Administrative
- # of Faculty
- # of Adjunct Faculty
- # of Students
- 2 # of FSA

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MINIMUM QUALIFICATIONS

Bachelor's degree in an engineering discipline related to building design and construction with a minimum of 5 years of related supervisory experience. Must have or obtain, within 1 year, and maintain a New York State building code enforcement registration.

DESIRED QUALIFICATIONS

Supervisory experience of at least 2 years in a facilities operation is desirable.

Bachelor's degree in Mechanical Engineering.

Experience in field review of construction projects including submittal review, punch list review and preparation and project closeout.

PHYSICAL SKILLS AND ABILITIES

Ability to work with other facility staff in making repairs or upgrades to physical plant equipment as needed.