



## Classification Description

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**Job Title:** Facilities Quality Control Manager

**Pay Grade:** 112

**Job Code:** 3947

**FLSA Status:** Exempt

### **Job Purpose**

This position is responsible for assessment and documentation of facilities conditions College-wide. The Facilities Quality Control Manager provides support to the Director of Facilities Maintenance and Construction by recommending and prioritizing small projects to support department goals and initiatives.

### **General Responsibilities**

#### **Essential Functions**

Performs ongoing facilities condition assessments College-wide and document findings within Electronic Management System.

Recommends small projects to maintenance manager and Director of Facilities Maintenance and Construction that align with department goals and initiatives.

Creates reports and communicates value added project recommendations based on condition assessment.

Analyzes maintenance work order system to uncover trends that may be corrected through small project recommendations.

Forecasts refresh programs one to five (1-5) years in advance to continuously improve campus aesthetics.

Assists with annual budget creation related to maintenance projects.

Becomes proficient and remains current on State Requirements for Educational Facilities for existing buildings, ADA Requirements, and Fire Prevention requirements.

Collaborates with other Florida Colleges and universities to learn and advance the condition assessment program.

Manages all aspects of condition assessment software data including updates, reports, information dissemination, work order creation, and follow through till completion.

## FACILITIES QUALITY CONTROL MANAGER

Develops, tracks, and analyzes student, faculty and staff surveys regarding facility adequacy and satisfaction.

Assists with all State of Florida compliance reporting related to facility usage and maintenance.

Develops small project budgets internally and/or through contractors when recommending based on condition assessments.

Performs other duties as assigned.

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**

Associates degree in construction, engineering, mechanical, electrical, business management or a related field.

Four (4) years full-time related work experience. Appropriate combination of education and experience may be substituted.

Demonstrated knowledge of mechanical, electrical, plumbing and building systems; trade skills, energy management system and preventative maintenance.

Ability to read blueprints and effectively communicate small project ideas to designers and contractors.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.

## FACILITIES QUALITY CONTROL MANAGER

- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **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 and long stretches of walking campus while taking notes.

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

Approved: June 28, 2021. Revised: July 1, 2023.