Classification Description

Job Title: **Director, Facilities Maintenance**

Pay Grade: **Administrator**

Job Code: **4230**

FLSA Status: **Exempt**

Job Purpose

Under the general direction of the Assistant Vice President, Capital Project, Facility Planning, and Maintenance provides professional direction and strategic leadership to a comprehensive facilities management organization. The Director, Facilities Maintenance is responsible for the maintenance, operations of the College's physical assets, grounds, and the campus infrastructure. This position assists in the planning and management of the College's capital renewal and replacement budgets as they relate to the support of plant maintenance and improvements. The Director works collaboratively with all units within the College to develop a high quality, fully functional physical plant that is safe, clean, well maintained and conducive to meeting the needs of students, faculty, staff, and the community, for a dynamic academic environment. This is a College Administrator on an annual contract position.

General Responsibilities

Essential Functions

Plans, establishes, and enforces policies, procedures and goals for Collegewide plant and Facilities operations and maintenance.

Serves as budget administrator for budgets, as assigned, and committed to serving the College's best interests by identifying opportunities to enhance efficiency while maintaining effective facilities management practices.

Ensures proper environment and continuous improvement for the educational process by determining work priorities, by scheduling and installation needs. Priority of work is based on facility needs and age of components.

Directs, supervises and evaluates department staff; ensures staff receives training related to specific job tasks and responsibilities.

Directs Facilities maintenance supervisors, Facilities maintenance staff, and Facilities contract employees Collegewide.

Document, manage and maintain all facility related compliance permits, testing and inspections including but not limited to water, fire, electrical, mechanical and SREF.

Schedules and supervises maintenance workers, including contact employees, engaged in building and grounds upkeep and repair; responsible for safety and security, electrical, plumbing, heating, air conditioning, and ventilation services.

Consults with the Facilities department leadership and other department heads in striving to improve the operations and maintenance of the plant and facilities Collegewide.

Develops, implements, and supervises preventative maintenance and renovation programs for buildings, grounds, mechanical and electrical, utility, and safety systems.

Develops, schedules, and evaluates predictive, preventive, and general maintenance for building components and equipment at the skilled trades level through various means, including, but not limited to, work orders, task lists, and computerized facility maintenance management systems.

Develops specifications for cost-effective campus energy management systems supervises the operation and maintenance and repairs of such systems.

Contributes to strategic planning by evaluating and projecting future facility needs and proposing options to achieve them.

Guides planning and implementation of the College's environmental stewardship efforts, including reduction in the use of energy and potable water, increases in recycling, the use of renewable energy and recycled products. Promotes the integration of these efforts into the College's operations.

Manages custodial and grounds contract for services to College buildings and premises.

Assists in budget planning and preparation for the department and administration of the approved budget.

Produces computer-generated reports, schedules and procedures, as required.

Initiates cost and standardization studies for facilities and plant operations to provide maximum efficiency and service.

Serves as point of contact to staff, departments, and the campus community on issues of facility operations and maintenance.

Serves as Project Manager for assigned projects, which may include renovations, remodeling and maintenance repairs.

Performs hands-on duties, as necessary, in all phases of plant maintenance and operations.

Directly oversees facilities maintenance and operations, for the three (3) FSW College campuses and the Hendry/Glades center.

Oversees facility maintenance staff and supervisors reporting to this position; resolves problems with department staff and procedures.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

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

Associate's degree from a regionally accredited institution of higher education or technical school.

Ten (10) years of progressively responsible experience supervising plant operations and maintenance. An appropriate combination of education and experience may be substituted.

Working knowledge of HVAC, electrical, plumbing, and building systems; trade practices, energy management system, TES systems and preventative maintenance.

Three (3) years of supervisory experience. Ability to supervise skilled and unskilled workers in a variety of maintenance, grounds keeping, custodial.

Demonstrated facilities operation and personnel management skills. Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

Thorough knowledge of safety practices, precautions and hazards associated with building and grounds maintenance and repair.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

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.

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

Approved: January 5, 2024. Revised: February 6, 2024, and May 21, 2025