

Edison State Community College invites qualified candidates to apply for the full-time position of Director of Physical Plant and Facilities. The Director of Physical Plant and Facilities is responsible for the development, operation and maintenance of the physical facilities of the college campus, including the buildings, mechanical systems, utilities, grounds and equipment. The Director is also responsible for the energy efficiency and sustainability of the College. These functions and responsibilities include day-to-day operations, budgeting, and planning for all aspects of campus operations and facilities. The Director is responsible for providing an educational and work environment that supports the mission of the college by being safe, comfortable, aesthetically pleasing, sustainable, efficient, and economical. The Director serves as the primary liaison between the department and the college community.

To be considered, candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

Edison State Community College is an EOE/AA Employer.

Examples of Duties:

Functional Responsibilities:

Plan and manage maintenance of the facilities:

- Establish annual budgets, in coordination with the Vice President of Administration and Finance, for the Plant and Facilities Department.
 - Budget and annually purchase classroom furniture in coordination with academic deans and departments.
- Establish and implement a preventive maintenance plan/program for buildings, mechanical systems, landscaping, and all paved surfaces.

Plan and manage expansion and renovation of facilities:

- Plan long-term addition, replacement and renovation of buildings, mechanical systems, equipment, grounds, parking lots and driveways.
- Assist Vice President of Administration and Finance with bi-annual capital planning process by recommending capital renovation and construction projects eligible for state funding.
- Provide for upgrades to infrastructure to facilitate programmatic changes and requirements in classrooms, offices and related spaces.
 - Meet with staff, faculty and/or administration to determine facility needs and requirements.
 - Facilitate effective space utilization in all areas of campus.
- Participate on teams writing proposals for facilities-related grants.
- Manage all construction and renovation projects.
 - Work with the Ohio State Architect's Office, Ohio Department of Administrative Services, and the Ohio Attorney General's Office – Business Counsel Section, to comply with all state laws and procedures for construction and renovation projects.
 - Supervise bids and RFP's for construction, renovation, and similar projects.
 - Serve as "owner" in all design meetings, contract negotiations, bidding processes, and construction meetings.
 - Act as principal point of contact with architects, engineers and contractors/subcontractors.
 - Ensure that projects are completed on time and within budget.
 - Maintain building plan files and drawings in a secure location.

Lead Energy and Sustainability Initiatives:

- Establish and/or make modifications to energy plans to comply with state laws and improve sustainability of the College.
- Recommend practices and policies to ensure the efficient use of energy and implement those that are approved.
- Develop, recommend, and implement new strategies, processes, and procedures to more efficiently and sustainably utilize energy, air, water, and other natural resources.
- Monitor, report, analyze, and minimize energy and water usage and costs.

Manage the operations of the facilities:

- Manage expenditures to stay within budget and improve efficiencies,
- Manage repairs to buildings, mechanical systems, equipment, and paved surfaces.
- Develop and implement new processes and procedures to improve the efficiency of custodial and maintenance activities.
- Manage supervisor responsible for the cleaning of buildings, mowing, landscaping, and the clearing of paved surfaces.
- Purchase materials and supplies for the operation and maintenance of facilities.
- Monitor and control the use of College resources (funds, tools, equipment, people, etc.) to ensure that they are not being lost or misappropriated.
- Determine staffing levels of the department.
- Manage personnel issues including hiring, shift assignments, disciplinary and similar issues for the Plant and Facilities Department.
- Manage lock and key control of facilities.
- Ensure that all emergency and safety systems are regularly tested, maintained, and fully operational;
- Ensure that the College complies with all safety and building code laws.
- Manage the staging of major college events, including graduation, the Holiday Evening Event, and other events as required.
- Attend committee meetings as assigned or requested.
- Establish a development (training) plan for departmental staff;

Reporting:

- Provide regular status reports to the Vice President of Administration and Finance.
- Assist Director of Institutional Research in developing and reporting facility-related data to the Ohio Board of Regents.
- Manage all other facilities-related reporting requirements of the Ohio Board of Regents.

Other:

Perform other duties as assigned.

Qualifications:

Required Knowledge, Skills, and Personal Qualifications:

- Interpersonal, management, and leadership skills.
- Short- and long-term planning skills.
- Ability to develop budgets and manage expenses according to budget.
- Ability to manage multiple projects/tasks.
- Customer service orientation.

- A strong commitment to preventive maintenance.
- Knowledge of mechanical systems (e.g. HVAC, plumbing, etc.), their maintenance, and efficient operations.
- Knowledge of energy efficiency and sustainability initiatives.
- Willingness to develop and work with outsourced providers of services.
- Ability to write clearly and effectively.
- Ability to use Excel, Microsoft Word, e-mail, and facilities management software (e.g. SchoolDude, Maximo).
- Ability to learn to use the College's ERP system, Datatel Colleague.
- Willingness to share on-call availability 24/7.

Required Experience:

- Five (5) years of experience managing a plant/facilities department including responsibility for mechanical systems.
- Five (5) years of experience in higher education or K12 organization preferred.
- Experience establishing and/or implementing preventive maintenance plans.
- Experience managing the repair and maintenance of mechanical systems.
- Experience managing custodial activities or organizations, preferred.
- Experience with conducting or managing projects to improve energy efficiency by reducing consumption and cost and/or providing alternative sources.
- Experience planning and managing construction and renovation projects.
- Experience planning and managing state-funded construction project in the State of Ohio, preferred.
- Experience with sustainability initiatives preferred.

Required Educational Background:

- Bachelor's degree in engineering, engineering technology, project management or facilities management required.
- Facilities management certification preferred.

Supplemental Information:

Supervises following staff:

Supervisor of Maintenance and Facilities.