

**Edison State Community College** invites qualified candidates to apply for the full-time position of Director of Facilities and Capital Planning. The Director of Facilities and Capital Planning is responsible for the development, operation, and maintenance of the physical facilities of all Edison State Community College campuses, including the buildings, mechanical systems, utilities, grounds, and equipment. The Director works collaboratively with the Vice President of College Operations/COO to plan and implement all state and locally administered construction projects at Edison State. The Director is responsible for the energy efficiency and sustainability of the College to include energy-related contract negotiations. In collaboration with other College Operation department leads, the Director is responsible for providing a safe, clean, modern space that promotes learning and student success.

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**

#### **Functional Responsibilities:**

##### **Manage Maintenance and Facilities department:**

- Establish annual budgets, in coordination with the Vice President of College Operations/COO and facility supervisors, for the Maintenance and Facilities Department.
- Establish and implement a preventive maintenance plan/program for infrastructure, mechanical systems, and exterior spaces.
- Develop and implement new processes and procedures to improve the efficiency of custodial and maintenance activities.
- Monitor and control the use of college resources (funds, tools, equipment, supplies, people, etc.).
- Determine staffing levels of the department.
- Manage personnel to include hiring, shift assignments, discipline, and other related issues for the Maintenance and Facilities Departments.
- Collaborate with the Department of Public Safety to ensure all emergency and safety systems are regularly tested, maintained, and fully operational.
- Ensure the College complies with all safety and building code regulations.

##### **Serve as Project Manager of all construction and renovation projects:**

- Work with the Ohio Department of Higher Education, Ohio Office of Budget and Management, Ohio Department of Administrative Services, Ohio Attorney General's Office, Ohio Facilities Construction Commission, Ohio Department of Commerce and all other agencies as requested to comply with all state laws and procedures for construction and renovation projects.
- Serve as preparer for Controlling Board request submissions.
- Serve as prevailing wage coordinator for the college.
- Supervise bids and RFPs for construction, renovation, and similar projects.
- Participate 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.

**Manage Facility Master Plan:**

- Plan long-term addition, replacement, and renovation of buildings, mechanical systems, equipment, grounds, parking lots and driveways, etc.
- Assist Vice President of College Operations/COO with State capital biennium planning and six-year capital planning processes by recommending renovation and construction projects eligible for state funding.
- Provide plans 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.

**Manage Energy Efficiency and Sustainability Efforts:**

- Manage and negotiate contracts and agreements related to energy cost reduction.
- Establish and/or make modifications to energy plans to comply with state laws and improve the sustainability of the college.
- Develop, recommend, and implement strategies, processes, and procedures to more efficiently use electricity, natural gas, water, and other resources.

**Other:**

- Provide regular status reports to the Vice President of College Operations/COO, College President, and Board of Trustees as requested.
- Assist Dean of Accreditation and Academic Effectiveness and the Department of Institutional Research in developing and reporting facility-related data to the Ohio Department of Higher Education and Accrediting body.
- Attend committee meetings as assigned or requested.
- Other duties as assigned.

**Required Knowledge, Skills, and Personal Qualifications:**

- Interpersonal, management, and leadership skills.
- Short- and long-term planning skills.
- Ability to develop budgets and manage expenses.
- Ability to manage multiple projects/tasks at one time.
- Customer service skills.
- Knowledge of mechanical systems (e.g. HVAC, plumbing, etc.), their maintenance, and efficient operations.
- Knowledge of energy efficiency and sustainability initiatives.
- Ability to write clearly and effectively.

- Ability to use Microsoft 365 software (Word, Excel, Outlook, etc.), and facilities management software.
- Ability to learn to use the College's ERP system.
- Willingness to be on-call availability 24/7.
- Ability to travel to all Edison State Campuses.

**Required Experience:**

- Five years of experience planning and managing construction and renovation projects.
- Three years of experience managing a facilities department.
- Experience managing the repair and maintenance of mechanical systems.
- Experience conducting or managing projects to improve energy efficiency and sustainability.

**Preferred Experience:**

- Experience planning and managing state-funded construction projects.
- Experience with Ohio Administrative Knowledge System (OAKS).
- Experience in an educational environment.
- Experience with facility master planning.

**Required Educational Background:**

- Associate's degree or higher in engineering, project management, facilities management, or related field.
- Combination of education, certifications, and work experience could be considered in place of degree.
- Facilities management certification, preferred.

**Supervises following staff:**

- Maintenance Supervisors.
- Supervises all external facility related vendors and contractors on campus.

**Other:**

- Perform other duties as assigned.
- Position may require annual/random drug screen and driver training.
- The ability to be reached 24/7 is required.