State College of Florida, Manatee-Sarasota
Job Description

Job Title:                 Assistant Director, Facilities/Planning
Reports to:               Associate Vice President, Facilities/Planning
FLSA Status:              Exempt
Level:                    215
Position Class:

Job Summary:
This position is responsible for assisting the Associate Vice President, Facilities/Planning in supervising and administering the daily operations of new construction, maintenance and repair of existing buildings and utility systems and janitorial operations.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College's need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Manages work request system for alterations, repairs and maintenance. Sets priorities, assigns work and tracks programs.

2. Manages day to day operations of the department. Researches or finds answers or solutions for Supervisors.

3. Manages and keeps records on asbestos removal and underground tank removal programs and maintains historical files.

4. Ensures annual inspections completed per code by licensed companies of FA systems, backflows, fire extinguishers, fire sprinkler systems, boilers and bleachers. Accompanies Consortium Inspector and local fire official on inspections of College owned spaces (3 campuses), writes work orders and monitors corrections of deficiencies.

5. Manages key control program for Bradenton Campus.

6. Serves as building code administrator managing the building code administration program, plan review; issues permits for renovation, remodeling, maintenance and new construction; construction inspections for code compliance and occupancy certifications.

7. Supervises, evaluates, and coaches facilities staff.
8. Maintains Southwest Florida Water Management District (SWFWMD) files and oversees required periodic inspection and reporting.

9. Oversees roof re-coating program to maintain integrity and extend life of campus low-slope roofing.

10. Oversees campus utility infrastructure condition assessment, regular maintenance and planned improvement program.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor's degree from four-year college or university and five or more years’ related experience and/or training, or equivalent combination of education and experience.

- **Supervisory Experience:**
  More than two years of direct supervisory experience, including formal training in supervision, is required for this position.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

- **Computer Skills:**
  Working knowledge of College email, word processing, and spreadsheet software.

- **Certificates and Licenses:**
  **Required:** Florida building code administrator license or professional engineer license with the ability to get a Florida building code administrator license within six (6) months from the date of hire. Florida professional engineer license preferred.
Responsibility for People and Property:
Supervises Facilities and Maintenance Department staff.

Participates in developing and administering the Facilities Department budget, approximately $2.5 million.

Responsible for Facilities Department’s tools and equipment, valued at approximately $5 million.

Responsibility for Communication:
- **Internal Contacts:**
  This position has routine contact with all levels of State College of Florida, Manatee-Sarasota staff.

- **External Contacts:**
  This position has routine contact with fire department officials, contractors and suppliers.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequently exposed to outdoor weather conditions. Occasionally exposed to work near moving mechanical parts, work in high, precarious places, and fumes or airborne particles.

Noise level in the work environment is moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand, walk, use manual dexterity, reach with hands and arms, climb or balance, and talk or hear. Special vision requirements include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.
3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

Approvals:
This job description has been reviewed and approved by the leaders whose signatures appear below.

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