State College of Florida, Manatee-Sarasota  
Director, Facilities Planning and Maintenance

Job Title: Director, Facilities Planning and Maintenance  
Reports to: Vice President, Business and Administrative Services  
FLSA Status: Exempt  
Level: 217  
Position Class:  

Job Summary:  
This position is responsible for directing, managing, and administering the Facilities services covering a wide variety of programs and operations essential to the educational function of the College.

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. Plans, organizes, and directs the general and specialized maintenance, renovation, construction, and repair of grounds, buildings, utility systems, equipment, and preparation of budgets.

2. Oversees all State and Federal reporting requirements relating to facilities.

3. Establishes requirements for contracted work and obtains proposals and bids from contractors. Coordinates contracted work, resolving plans and specifications questions.

4. Supervises and coordinates energy practices with utility companies and provides conservation procedures and suggestions to the College.

5. Inspects facilities and equipment and maintains routine and long-term service needs to ensure reliability and integrity of all facilities, equipment and systems.

6. Prepares Board exhibits and administers Board and State regulations related to Facilities.

7. Monitors State Requirements for Educational Facilities inspections corrective strategies.

8. Assists in strategic planning and setting College-wide goals; assists other managers in meeting their objectives and supports the College in public and community activities.

9. Develops, implements, and monitors College preventative maintenance program to assure
proper and timely maintenance.

10. Supervises, evaluates, and coaches Facilities staff.

**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:**
  Master’s degree from an accredited university and five or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  Five or more 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, etc.

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

- **Certificates and Licenses:**
  Professional Engineer’s License preferred.

**Responsibility for People and Property:**
Supervises Facilities staff.

Develops and administers $2.5 million budget for daily maintenance requirements and utility expenditures. Develops and administers $10 million construction program for capital projects.

Handles $1 million in monetary assets.

Responsible for the buildings and infrastructure at Bradenton, Venice and Lakewood Ranch Campuses, valued at approximately $220 million.
Responsibility for Communication:
- **Internal Contacts:**
  Routine contact with all levels of State College of Florida, Manatee-Sarasota staff.

- **External Contacts:**
  Routine contact with representatives from design and construction firms and state DOE.

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.

Occasionally exposed to wet or humid conditions (non-weather), work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, risk of electrical shock, and vibration.

The 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 routinely required to use hands and fingers, reach with hands and arms and talk or hear. The employee is frequently required to lift up to 10 pounds. The employee is occasionally required to stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and lift up to 25 pounds. 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.

8. **Provides and maintains cellular telephone services and is accessible by cellular phone to the College at all times, except during duly authorized holidays and approved vacation, personal or sick leave.**

**Approvals:**

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

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