



MESALANDS COMMUNITY COLLEGE

Position Announcement

POSITION:	Director of Facilities
FULL-TIME/PART-TIME	Full Time
FLSA EXEMPT POSITION:	Yes
POSTED:	08/21/23
START DATE:	Negotiable
LOCATION:	On Campus
SUPERVISOR:	Executive Director of Operations

Summary:

The Director of Facilities plans, supervises, and assists as needed in all maintenance, custodial, and groundskeeping functions of the institution, and reports to the Executive Director of Operations.

Duties:

1. Manages all aspects of the maintenance, custodial, and groundskeeping functions of the college
2. Supervises, trains, and schedules personnel in maintenance, custodial, and groundskeeping departments
3. Teaches safety procedures
4. Demonstrates equipment usage
5. Schedules the movement of furniture and equipment
6. Schedules requested setup for special events
7. Plans and schedules the work of custodial, maintenance, and groundskeeping personnel
8. Inspects completed work
9. Performs preventive maintenance inspections
10. Follows purchasing procedures for supplies and equipment needed
11. Performs duties of personnel supervised during staff shortages or as needed
12. Inspects or directs inspection of premises to test alarm systems, detect safety hazards and to insure that safety rules are posted and enforced
13. Examines or arranges for the examination of fire extinguishers and other safety equipment for serviceability
14. Assigns personnel to or performs building security checks to insure doors and windows are secure
15. Monitors work of subcontractors
16. Responds to emergency and security calls
17. Other duties as assigned

Qualifications:

Minimum Qualifications: The successful candidate must meet the following criteria:

- High school or equivalent required; additional education encouraged. Two years of experience in management of employees and facilities required.
- Working knowledge or understanding of carpentry, masonry, plumbing, electrical, and groundskeeping.
- Advanced skills in the use of tools and equipment used in construction and maintenance and in the repair of such equipment.
- Knowledge of chemicals and chemical safety desirable.
- Must have the knowledge and/or experience to perform all duties of the position.
- Ability to prioritize.
- Capable of making decisions under stressful conditions.
- The successful candidate must, not only understand, but fully embrace the comprehensive community college mission and must have experience with a diverse population of employees including under-represented demographics.
- Experience in managing teams, promoting collaboration, and mentoring staff.
- Experience in budget management and resource allocation.

Preferred Qualifications:

- Ability to maintain confidentiality with sensitive information.
- Integrity, enthusiasm, flexibility, and strong work ethic.
- Strong skills in communication, writing, and organizing.
- Reliable, dependable, and ability to work well with a diverse group of individuals.
- Professional and courteous demeanor with all employees, partners, and donors.
- Ability to work well under pressure and meet multiple deadlines.

Language Skills:

Ability to read, write and communicate. Ability to read and comprehend blueprints, plans, simple schematics, complex instructions, and manuals. Ability to read, understand and follow label directions and SDS and explain to others. Ability to establish and maintain effective working relationships with associates and college employees.

Mathematical Skills:

Ability to perform basic mathematical functions. Ability to estimate costs and quantities of supplies needed.

Reasoning Ability:

Ability to organize and prioritize work and meet deadlines.

Technology Skills:

Computer Competency: Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, and Internet.

Physical Requirements:

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.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear.

The employee must regularly lift and/or move up to 100 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually low to moderate, and occasionally high. Job performed inside and outside and may be in inclement weather. The employee may be exposed to various hazards such as infectious diseases, chemicals, fumes, heights, power equipment, and icy surfaces. Work may be at odd hours.

Closing Date:

The position is open until filled.

To Apply:

Applicants must submit: 1) a cover letter; 2) a resume; 3) a completed Mesalands Community College Employment Application; 4) unofficial copies of college transcripts. References and former employers will be contacted. Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed. Use the following link to complete the Mesalands employment application.

Mailed or fax applications will not be accepted. Use the following link to complete the Mesalands Community College Employment Application.

<https://www.mesalands.edu/faculty-and-staff/employment/>

Non-Discrimination Statement:

Mesalands Community College (MCC) is committed to creating and sustaining a community that celebrates individual differences and diversity. We are dedicated to improving access to equal opportunities to all persons. MCC is dedicated to eliminating discrimination and prohibits discrimination against any person based upon their race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, childbirth, condition related to pregnancy or childbirth, physical or mental disability, serious medical condition, or veteran status in violation of the law, in its educational programs, activities or employment.