

Job Description

Position Title: Director of Facilities Infrastructure

Job Family: Facilities

Job Level: Director

FLSA Status: Exempt

Salary Grade: 09

Position Summary:

The Director of Facilities Infrastructure provides direction and guidance for multidisciplinary trades and maintenance specialists. Performs coordination and oversight of complex and multi-campus facilities, including maintenance, repairs renovations, operations, and inspections. Monitors energy management matters and contributes to sustainability goals. Manages in-house and contracted resources, providing planning, scheduling, coordinating and budgeting. Contribute to facilities organizational leadership regarding aspects of unit structure, methods and finance.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs and oversees the Maintenance department, having District-wide responsibilities including minor construction, multiple maintenance shops, skilled repair, inspections, and energy management.
2. Oversees the operating budget for Maintenance to ensure funds are spent appropriately. Assists with managing the approved Capital Improvement budgets related to maintenance efforts.
3. Responds to facilities emergencies and deploys appropriate resources and resolves facilities operational problems.
4. Coordinates maintenance and operation activities between college sites; sets priorities and assigns resources.
5. Prioritizes and assigns work for other supervisors, managers, and inspectors of the Maintenance Department; conducts performance evaluations; ensures staff are trained; makes hiring, termination and disciplinary recommendations.
6. Has management oversight of numerous service contracts and blanket purchase order agreements with vendors and contractors.
7. Works with and uses the Facility Asset Management Information System (FAMIS) to plan and organize work, to ensure accountability of Maintenance staff work hours, and to document the expenditure of college resources during work activities.
8. Examines construction documents to review proposed improvements and accept work performed.
9. Participates in administrative planning meetings and other related functions to support the Maintenance Department.
10. Works with subordinate managers to solve service order backlogs and scheduling issues; resolves customer complaints.

11. Represents the Maintenance Department at various meetings and other forums in support of the College.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of internal and external customer service principles and practices
3. Knowledge of public safety and security procedures
4. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
5. Skill in people leadership and supervision
6. Skill in effective communication (both written and oral)
7. Skill in analyzing data and drawing conclusions
8. Skill in budget/resource management. Manage, develop, and implement department fiscal budgets
9. Skill in organization, coordination and management
10. Skill in project management principles, processes, and techniques
11. Skill in performing a variety of duties, often changing from one task to another of a different nature
12. Ability to develop and maintain effective and positive working relationships
13. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training, and developing, reviewing performance, and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field required.
- Three (3) to Five (5) years of related experience required.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.

OR

An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to frequently position self to perform duties, including traversing uneven surfaces and/or ascending/descending stairs and ladders; to move, transport, and/or position objects of moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job including a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- MVD Check/Current and Valid AZ Driver's License
- On-call responsiveness
- Works some evenings and weekends