BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Executive Director Operations and Plant Management

DEPARTMENT: Facilities Operations, Planning & Public Safety

FUNCTION: Involves planning, organizing, coordinating, directing and controlling all Physical Plant functions. Responsible for all physical facilities; physical plant budget; supervision of physical plant personnel, supervision of new construction and remodeling of facilities; repair and maintenance, housekeeping and supporting services of facilities; and systematic inspection, planning, and accomplishing repairs to facilities, equipment and grounds. Prepares materials for the Site and Facilities Committee including resolutions; and ensuring compliance with all applicable codes.

REPORTS TO: Vice President, Facilities Operations, Planning & Public Safety


MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Evaluates needs for the building and grounds on an ongoing basis and provides biannual reports on site conditions and plant facilities; develops the site and facilities operations plans, identifies performance objectives and oversees the execution of the work.
2. Schedules and coordinates capital and land improvements, repairs and renovations and operations of effective control systems.
3. Provides technical expertise and guidance to all key stakeholders as needed; interprets design and engineering data and ensures adherence to safety standards and required code compliance.
4. Reviews all work orders related to preventive maintenance and tracks current and deferred maintenance projects.
5. Manages the overall operations of the Physical Plant Department, including: the performance of maintenance and custodial tasks; purchase and distribution of utilities; design and construction of renovations; administration of contracts for new facilities. Supervise to negotiation and bids for construction and renovation contracts; and administer such contracts.
6. Evaluate and insure the efficient operation of the department, controlling operation expenses at a minimum level which is consistent with sound maintenance practices.
7. Provide administrative and technical direction and supervision to department staff in completing work assignments.
8. Discuss, plan and delegate major project assignments to supervisory staff; determine building and maintenance priorities that are of significant scope.

9. Advise, discuss and inform officers, deans, department heads and staff members on physical plant matters and problem areas.

10. Repairs and maintains all facilities, buildings and grounds.

11. Insures proper upkeep of facilities to include heating, ventilation, lighting, cleanliness, sanitation, general appearance of buildings and grounds, snow removal, and emergency situations affecting the campus.

12. Review present Preventative Maintenance program and update as needed.

13. Insures that parking facilities are maintained in good condition with adequate lighting and safety features.

14. Supervises in-house remodeling and renovations projects of facilities.

15. Coordinates the administration of service contracts for maintenance, repair and other services affecting facilities, equipment and furnishings.

16. Coordinates work order and FIP requirements to insure the timely and adequate accomplishment of projects.

17. Coordinates purchase of necessary supplies, equipment and services from appropriate sources and maintains proper inventory control over maintenance and consumable supplies.

18. Supervises building, grounds, maintenance, housekeeping and custodial personnel; tradesmen; contractors and/or their employees hired for specific work; and such other personnel as may be assigned or designated.

19. Maintains liaison with architects, engineers and contractors/subcontractors engaged in plant expansion, renovation, or other major projects. Acts as principal point of contact in such efforts to insure the interest of Bergen Community college are protected.

20. Prepares the annual budget for physical facilities in coordination with the Vice President, Facilities Operations, Planning & Public Safety.

21. Assists the Facilities Improvement Coordinator in the annual preparation of the Facilities Improvement Program.

22. Maintains the repository for all plant blueprints and drawings. Maintains central key controls for the plant. Updates floor plans to show physical changes.

23. Assists the Vice President of Facilities Operations, Planning & Public Safety in the maintenance of adequate fire, safety, security, insurance, health, and other related campus programs.

24. Maintains sufficient records, files, controls, procedures to insure management and work production.

25. Develop training sessions for maintenance employees who require them.

26. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.

27. Prepares, track, monitors, and adheres to an annual budget.
28. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.

29. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.

30. Performs additional tasks or duties as assigned by the Vice President, Facilities Operations, Planning & Public Safety or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Must possess the ability to effectively influence internal and external stakeholders. Has basic proficiency in the use of the Microsoft Office suite. Ability to plan, organize, coordinate, direct, and control all aspects of physical plant activities. Ability to work with management systems and variety of skilled/unskilled, professional, administrative, and industry personnel. Basic knowledge of office administration, plant management, reporting, budgeting and control, and business operations. Knowledge of terms, nature of related trades, blueprints, buildings, grounds, equipment, housekeeping, construction, repair, maintenance, purchasing, inventory control, fire, safety management, BOCA & OSHA codes, and related matters in higher education. Ability to understand and follow oral and written instructions and to express ideas effectively orally and in writing. Willingness to seek training. Willingness to be accessible and available at the College in time and presence to insure proper management and operation of plant activities. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor’s Degree in Engineering, Architecture or Construction Management required; Master’s Degree in related field preferred.

Experience: Minimum of 5 years of experience in facilities management with managerial experience.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE