BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Manager of Facilities

DEPARTMENT: Physical Plant

FUNCTION: Manages the maintenance, repair and custodial care of all buildings and grounds.

REPORTS TO: Acting Managing Director of the Physical Plant

SUPERVISES: Grounds Supervisor, Head Working Electrician, Electrician.

MAJOR RESPONSIBILITIES:
Responsibilities include but are not limited to:

1. Supervises preventative maintenance programs for grounds and custodial areas, performs daily audit of facility conditions and initiates work orders as needed.
2. Prepares staff schedules, reviews daily log sheets, and ensures completion of tasks for all Buildings and Grounds staff; enforces and monitors employees’ ongoing adherence to all safety procedures.
3. Develops guidelines, obtains quotes and coordinates outside contractors and vendors.
4. Assists in the preparation and monitoring of fund and capital budgets to ensure that total costs of the physical plant operation are within budgetary parameters.
5. Provides facility services for special events and responds to emergency situations in a reasonable amount of time, on as needed basis. Will be on call during time periods defined by the Vice President Facilities Operations, Planning & Public Safety.
6. Works with the Executive Director, Operations & Plant Management to identify plant improvement opportunities and may lead quality management programs in the department.
7. 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.
8. Prepares, track, monitors, and adheres to an annual budget.
9. 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.
10. 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.
11. Performs additional tasks or duties as assigned by the Acting Managing Director of the Physical Plant or other designated management.
MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Ability to read and prepare AUTOCAD drawings and construction plans, including written specifications. Must possess knowledge and ability to apply all OSHA requirements. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

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

Education: BSME of BSEE degree required. A Master’s Degree in a related field is a plus and possessing a Certified Facility Manager credential is preferred. Must hold or be able to obtain a NJ Plumbing License and/or Electrical License.

Experience: Minimum 7 years’ experience in facilities maintenance and supervision of facilities and other personnel in an educational, hospital or similar facility. Substantial experience maintaining and repairing HVAC equipment, constructing building interiors and cleaning facilities required.

Other: The physical demands described herein are those that must be met by an employee in both the office and physical plant environment to successfully perform the essential functions of this job:

- Must be able to sit, stand, walk, reach with hands and arms, hear and talk. Will need to be able to regularly lift and/or move up to 45 pounds which will include lifting objects overhead, climbing ladders and stairs, bending and kneeling, entering and working in confined spaces, operating a vacuum and high and low speed floor machines, and wearing a respirator as needed.
- Position requires the capacity to use close vision, depth perception, and to adjust focus. Requires the skills to use volt meter, wrenches, and general hand tools.

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.

Submitted by: ______________________ Date: ____________
Name/Title
Approved by: ______________________  Date: ____________
Name/Title

Reviewed by: ______________________  Date: ____________
Human Resources

Board Approval: ______________________  Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE