BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Acting Managing Director of the Physical Plant

DEPARTMENT: Physical Plant

FUNCTION: Develops the College’s site and facilities operations plans; identifies performance objectives; and manages the execution of the work. Oversees College buildings and grounds including all aspects of physical operations with a focus on safety and risk management. This includes grounds maintenance, housekeeping, utility planning, management and distribution systems; warehousing, hardware and hazardous materials storage; administration of contractors; and ensuring compliance with all applicable codes.

REPORTS TO: Executive Director Operations and Plant Management

SUPERVISES: Facilities Manager, Senior Maintenance Mechanic, Maintenance Mechanics, Senior Maintenance Repair Person, HVAC Mechanics, Service Providers/Contractors as relates to Plant Operations and Repairs.

MAJOR RESPONSIBILITIES:
Responsibilities include but are not limited to:

1. Evaluates needs for the College buildings 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 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. 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.
6. Prepares, track, monitors, and adheres to an annual budget.
7. 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.
8. 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.

9. Performs additional tasks or duties as assigned by the Executive Director Operations and Plant Management or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Comprehensive knowledge of OSHA requirements. Working knowledge of equipment necessary for Plant Operation. 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: Bachelor’s Degree in Engineering required; Master’s Degree in Business Management or related field preferred.

Experience: Minimum of 7 years of experience in related operation 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.