



## RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA  
Date created or revised: 9/20/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Associate Director, Facilities & Operations, Business Management and Grounds  
Status: Full time 35 hours/week  
Grade: 14  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports to: Director of Facilities and Operations

### **PRIMARY PURPOSE:**

Assist the Director of Facilities and Operations in the supervision, control, and direction of the Department's business management functions. Develop and maintain landscaping and grounds. Ensure that routes, including sidewalks, to all buildings on campus are accessible during all weather conditions. Direct and supervise the activities of the Gardeners and Laborers.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Primarily responsible for fiscal matters in Facilities and Operations.
- Ensure that the preparation of Proposals and Bid Documents are in accordance with College and State Purchasing Policy and Procedures.
- Track all related projects, contract services, and procurements to ensure compliance with requirements.
- Ensure that all billing is in accordance with contract documents and properly justified, monitoring project progress.
- Ensure all payments are complete and timely in accordance with College Policy and Procedures as well as the administration of related projects to ensure adherence to all contracts requirements.
- Assist in the preparation and monitoring of the department budget and supervise its implementation according to established budget controls and operational procedures.
- Manage the procurement activities and assume responsibility for the supervision of the preparation and initial approval of requisitions for material, equipment, supplies, services and monitor the payment process of Facility and Operations vendor invoices.
- Supervise and monitor the preparation and process billing to auxiliaries for services provided by facilities and operations.
- Manage the computerized work order Track-It system.
- Supervise the daily operations of the warehouse including shipping, receiving, and storage.
- Serve as point of contact for special events, furniture acquisition, and moving.
- Ensure compliance with MSDS (Material Safety Data Sheet) files.
- Provide for landscape planning and maintenance of College grounds; supervise daily grounds operations and maintenance and be responsible for the care and maintenance of grounds, parking lots, walkways, driveways, landscape and as assigned, vehicle care, and snow removal.

- Evaluate, plan and coordinate grounds activities. Assign manpower and grounds care equipment necessary for grading, seeding, planting, fertilizing, mowing, cleaning of lawns and planting beds, and arborist activities.
- Assist the Director and in the absence of the Director or other Assistant Directors may be assigned supervisory responsibilities for day-to-day operations, personnel administration and labor problems that may arise.
- Assist in the contracting process for grounds projects, develop scope of work, detail specifications, and supervise contractor compliance.
- Develop plans for the implementation of the College Master Plan.
- Review time sheets, payrolls, and employee attendance for personnel, and conduct the necessary performance evaluations for those directly supervised.

Occasional Job Functions:

Perform other duties as assigned by the Director of Facilities and Operations.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's degree in landscaping, forestry, or related field.

Experience:

A minimum of 8 years of progressive experience in facilities and budget management.

License(s):

- Arborist License.
- Pesticide Applicators License and Fertilizer Applicators License.
- Valid driver's license.

Knowledge, Skills, and Abilities:

- Knowledge of administrative procedures including the Track-It system and related software.
- Thorough knowledge of plant materials, the principles applied in the development and maintenance of a College-wide landscape and grounds plan.
- Extensive knowledge of the functions, resources, and capabilities of the various skills, manpower, equipment, and materials assigned to this unit as well as a detailed knowledge of proper automotive and construction equipment usage.
- Ability to communicate effectively with a variety of audiences.
- Ability to interpret institution policies, plans, objectives, rules and regulations; communicate the interpretation to subordinates; prepare and present detailed studies and reports to include recommendations from the studies and reports.

**PREFERRED:**

- Supervisory experience in a unionized setting.

- Knowledge of ADA requirements.
- Bilingual in English / Spanish (fluent in speaking and writing).

**ENVIRONMENTAL CONDITIONS:**

The College campus occupies an area of approximately 180 acres and contains in excess of 40 buildings ranging from administrative, classroom, residence halls, laboratories, recreational athletic and support services. As required, the work includes traveling around the campus, climbing stairs, and ladders to observe and inspect maintenance and construction related operations and contracted services. These inspections may involve working in close proximity to high/low voltage electricity, steam generation, and refrigeration where extreme temperatures and light/noise variations may occur. Limited exposure to hazardous materials.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*