



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 9/26/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director, Facilities and Operations
Status: Full-time, Calendar Year Appointment
Union Affiliation: NUNC (Non-Union/Non-Classified)
Grade: 17
Reports To: Assistant Vice President, Administration

PRIMARY PURPOSE:

The Director of Facilities and Operations is responsible for the maintenance and operations of the physical aspects of the Rhode Island College multi-building campus, including contractor administration. The individual will assist in the administrative review of the budgetary implications of departmental activities; originate and implement Facilities and Operations' policies, procedures, and standards for the maintenance and improvement of the college's physical facilities and services with an emphasis on responsive service and proactive communication with facilities' customers. The individual is also responsible for the planning and development of strategic initiatives associated with the management of the campus physical plant and related services.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Responsible for the physical maintenance and repair of all College buildings and related equipment; all custodial services functions for the College.
- Responsible for operation and maintenance of all campus utilities.
- Track college energy usage.
- Responsible for coordinating the planning, design, and supervision of repair and renovation projects.
- Responsible for the development and implementation of a preventive maintenance program for all facilities.
- Maintain operational records for all facilities.
- Develop annual plan with prioritized recommended facilities improvements and associated costs.
- Assist in the development of the College's five-year capital improvement plan.
- Assist in developing budgets and tracking costs of asset protection and other departmental activities.
- Assist in the direction and coordination of campus master planning activities.
- Work collaboratively with the Director of Capital projects to ensure that projects are designed to operational specifications and in transitioning projects to Facilities and Operations.
- Represent the College, as directed, with State offices, such as Properties Committee, Building Commission, Purchasing, and the Office of Higher Education.
- Supervise the landscaping and maintenance of college grounds; roads and parking areas, including their accessibility under all weather conditions.
- Responsible for maintaining trucks, automobiles, and construction-type equipment for F&O and ensuring questions and issues are appropriately addressed.

- Supervise preparation of annual budget; implement long-range maintenance plans, prepare administrative reports for decision making, and make recommendations relating to the operation.
- Responsible for maintaining an inventory of materials necessary for providing necessary maintenance and repairs; screen personnel and review the performance of all personnel in the department.
- Responsible for campus building automation system (BAS)
- Supervise the central boiler plant, including co-generation; HVAC and energy conservation; responsible for the continuous delivery of utilities to all campus buildings.
- Responsible for the Facilities Work Order system. Develop policies and procedures to ensure timely and responsive services.
- Responsible for the establishment of good working relationships among members of the department and all members of the college community including comprehensive communication regarding work order requests and associated projects.
- Responsible for facilities and operations' aspects in support of special events as needed.
- Responsible for the oversight of the mail room and warehouse operations.

Occasional Job Functions:

Carry out other related functions as may be assigned by the Vice President for Administration and Finance and the Assistant Vice President of Administration.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree in business or public administration, construction management, facilities management, engineering, architecture, or related field

Experience:

Ten years of progressively responsible experience in facilities management or a related field.

Skills, Knowledge, and Abilities:

- Knowledge of the operating procedures for all physical plant areas including air conditioning/heating systems, plumbing systems, electrical systems, fire alarm systems, motor pool operations, energy management systems, construction, landscape management, and custodial services.
- Prior management skills in supervising employees in the trades.
- Experience managing department budgets.
- Familiarity with contemporary software as it relates to office management, and preventive maintenance software.
- Effective written and oral communication skills.
- Demonstrated leadership and management skills with the ability to successfully manage multiple tasks.
- Ability to meet deadlines.
- Ability to pay attention to detail and accuracy.
- Ability to be interactive with faculty, staff, and student customers.

PREFERRED:

- Master's degree in a related area.
- Facilities Management Certification (from APPA, IFMA, BOMI or similar).
- Experience in the leadership and management of personnel in a unionized setting and projects relating to the maintenance and construction of major facilities.
- Experience in a unionized setting in higher education.
- Experience with the implementation of preventive maintenance programs.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

- This position requires 24-hour call back in cases of emergency and supervisory presence, when required, on all shifts.
- May be exposed to the following: adverse weather conditions such as rain, snow, extreme heat, or cold; other conditions such as noise, vibration, fumes, etc.

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.