



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>TITLE:</b>	Director of Facilities, Maintenance & Engineering
<b>LOCATION:</b>	All CCRI Campuses
<b>REPORTS TO:</b>	Vice President for Business Affairs
<b>GRADE:</b>	BOE 17
<b>WORK SCHEDULE:</b>	Non-Standard; 35 hours per week
<b>SUPERVISES:</b>	All professional, clerical, maintenance and custodial staff in the facilities and capital projects functions at assigned campuses

**BASIC FUNCTION:**

Under the supervision of the Vice President for Business Affairs, the Director is responsible for the daily operations of CCRI's facilities, including buildings, grounds and landscapes, utilities infrastructures, maintenance and repair of automotive, operating and service equipment, roads and parking lots. This position is also responsible for the planning and development of strategic initiatives associated with the management of the campus physical plant and related services. The Director of Facilities, Maintenance & Engineering will also be responsible for Food Service at the campuses.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Direct and coordinate department functions including, but not limited to, cleaning and/or upkeep of grounds and buildings; installation, maintenance and repair of automotive, operating and service equipment; set up and maintenance for special events and student activities.
- Recruit, hire, train, supervise and evaluate all departmental personnel, either directly or through subordinate supervisors.
- Plan, organize, supervise and review the work of department staff to ensure effective and timely service.
- Provide oversight and management of college-wide physical plant departments in the absence of the Director
- Study and make recommendations regarding renovations, new construction, maintenance needs, purchases, energy conservation, quality control improvements, etc.
- Ensure that Physical plant projects comply with appropriate health, fire, building, and safety codes.
- Manage the maintenance and upkeep of all athletic facilities (i.e. gymnasium, recreational fields and pool). Coordinate the use of facilities with the Athletic Department.

**Knight Campus**

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

- Organize and coordinate the work of subcontractors, trade contractors and vendors who provide janitorial, HVAC, general repair, small construction, roofing services, etc.
- Prepare and management of the Physical Plant budget in order to provide requirements for personnel, tools, equipment and materials.
- Maintain electronic records, regarding repairs, purchases, inventory and personnel. This includes an inventory of equipment and parts needed for the maintenance and repair of the Physical Plant.
- Prepare reports and analysis of various activities associated with the operation of the Physical Plant for administrative use.
- Ensure compliance with applicable union contracts. Oversee and participate in the appropriate administration of personnel actions such as overtime and progressive discipline. Maintain up-to-date and complete records of union contract interpretation and administration.
- Ability to write bid specifications, manage contractors and contract services.
- On call 24 hours/day, 7 days/week.
- Other related duties as assigned.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Must be able to operate personal computers and use common business software applications (i.e. MS Word, MS Excel) and programs necessary for the daily operation of the Physical Plant (i.e. Finance, Purchasing, Preventative Maintenance, etc.) Must have access to and use of own transportation.

#### **ENVIRONMENTAL CONDITIONS:**

In case of emergency, must be on call on a 24-hour basis, 7 days/week. May be required to be present on any shift. Must be able to work in adverse weather conditions.

#### **QUALIFICATIONS:**

- Bachelor's degree in required, preferably in a related field.
- A minimum of five years of experience in work directly related to the administration and/or management of a Physical Plant in a supervisory and/or administrative capacity or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.
- Knowledge of the operating procedures for 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.
- Supervisory experience in unionized facility management required.
- Candidate should also have demonstrated leadership and management skills with the ability to successfully manage multiple tasks simultaneously; the ability to meet deadlines; the ability to pay attention to detail and accuracy; and excellent oral, written and interpersonal communication skills in a diverse college setting are essential.

#### **CCRI is an Equal Opportunity / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor