



Job Title: Facilities Director

CLASSIFICATION DESCRIPTION

Department: Facilities and Institutional Services

Pay Grade: 117

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for directing the activities of the facilities services and its operations, budgets, policies, and procedures. Duties include: providing oversight of all interior and exterior design as well as in-house construction projects and building/landscape maintenance and repairs College-wide including labs and athletic grounds; supervising departmental staff; overseeing safety/security plans; developing strategies to accomplish goals; directing fleet and shipping/receiving areas; managing the purchase and use of utilities; planning the use of resources through project development and management; and overseeing disaster recovery work.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Directs and oversees facilities operations, which includes: planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensuring compliance with federal, state, and local laws, regulations, codes, and/or standards; coordinating activities between multiple service areas; and working to integrate and coordinate service areas.
- Works with Provosts and College Administration to assess and prioritize a large quantity of requested in-house design or construction projects as well as oversees all endeavors involving either design of facilities or significant aesthetics, College-wide.
- Establishes Fixtures, Furniture, and Equipment List (FFE) for all contracted, major capital construction projects; places and tracks all orders; and supervises all related installations including not only furniture, but all technology, interior signage and minor equipment purchased from the project budget.
- Obtains proposals and procures all furniture and other related goods and services and maintain standards of quality and service for all furniture College-wide.
- Establishes Fixtures, Furniture, and Equipment List (FFE) for all contracted, major capital construction projects; places and tracks all orders; and supervises all related installations

including not only furniture, but all technology, interior signage and minor equipment purchased from the project budget.

- Works closely with Emergency Management on training, response execution and policy review.
- Ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
- Handles licensing and operation of the College radio systems.
- Manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Develops and administers budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; and manages financial operations.
- Directs the day-to-day operations of multiple departments including security, risk management, and safety (OSHA related for College employees); oversees collection and documentation of all College incidents; and participates in the State Homeland Security Grant Program.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in a field related to assigned area; three (3) years of related management work experience in assigned area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Management principles;
- Leadership principles;
- Student discipline processes;
- State of Florida institutions and processes;
- Federally required security components as the Clery Act, as well as relevant state required rules and mandates;
- Budgeting principles;
- Facilities planning and maintenance principles and practices;
- Work plan development techniques;
- Analytical methods;
- Project management principles and practices; and
- Computers and related software applications.

Skills in:

- Managing multi-faceted, complex projects;
- Developing and monitoring budgets;
- Organizing;
- Preparing reports;
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and making recommendations in support of goals;
- Directing facilities maintenance activities;
- Developing and delivering presentations;
- Using a computer and related software applications; and

- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Monitor and evaluate the work of assigned staff;
- Prioritize and assign work;
- Adapt to rapidly changing environments; and
- Interpret and apply applicable laws, rules, and regulations.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Basic requirements include State of Florida Security License (both "D" and "G").

Required FEMA training with certifications (ICS 100, 700, 924).

Professional certification as a Security Professional from an accredited agent (IACLES, NACSSA) desired.

Professional Engineers license.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>

Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.