

# Agnes Scott College – Position Announcement

<b>Title:</b>	Director	<b>Hours:</b>	Full time
<b>Office:</b>	Facilities	<b>Overtime:</b>	Exempt
<b>Reports to:</b>	Vice President for Business and Finance	<b>Date Prepared:</b>	February 23, 2017
<b>Work Period:</b>	12 month	<b>Job Grade:</b>	11

**GENERAL SUMMARY:** Plans, directs, and manages the facilities office, project management, buildings and grounds, office services and the post office within the guidelines of federal, state, and local laws, local ordinances, college, office and division policies and procedures, standard operating procedures, accepted trade practices, and technical manuals. Reports to the vice president for business and finance or other designated person and works with co-workers, the campus community, vendors, contractors, engineers, city personnel, utility representatives, and other outside personnel to provide support services to the College.

## ESSENTIAL JOB FUNCTIONS

1. Plans, directs, and manages the facilities department, project management, buildings and grounds, office services/post office, ensuring their success and alignment with the strategic goals of the college.
2. Supports the campus energy management and sustainability program with a focus on efficient use of energy resources and other sustainability practices.
3. Ensures the success of capital projects and physical improvements, coordinating with architects, engineers, construction companies and project managers from initial design to occupancy, continuing throughout the life of the facilities.
4. Ensures the overall success of the campus master plan, deferred maintenance and utility infrastructure.
5. Manages relationships with all facilities vendors, contractors and other outside personnel.
6. Negotiates and oversees all facilities contracts, ensuring they meet the standards of the college.
7. Administers department operations, including staffing, directing, planning, controlling, and budgeting.
8. Builds a team of competent and capable individuals, supporting their professional development and fostering their appreciation of diverse perspectives.
9. Prepares multi-year departmental budget and annual plan and operates within approved budget.
10. Develops policies and procedures to ensure efficient operation and ensures that established procedures are followed.
11. Develops and implements safety programs for all employees and provides necessary training to ensure compliance.
12. Communicates with all constituencies regarding the facilities operation, ensures customer satisfaction.
13. Serves as a resource for subordinate personnel.

## REQUIREMENTS

**Education:** BA/BS in related occupational field of study, with an emphasis on facilities management, project management, engineering or architecture.

**Experience:** Minimum of 7-10 years work experience in facilities management, facilities planning and maintenance or construction management and supervisions of these areas is preferred.

### Knowledge/Skills/Abilities:

- Considerable knowledge of building construction, with an emphasis on sustainable building practices.
- Proficiency in building maintenance, contracting, accounting, public relations, and technical skills.
- Mastery of managing a diverse group of people and projects simultaneously.
- Good communication skills, both verbal and written.
- Demonstrated ability to work independently, to adhere to standards and plans, and to maintain confidentiality.

### Other:

- Irregular and on-call hours are required on a regular basis.

## PHYSICAL DEMANDS

Intermittent sitting, standing, walking, bending, stooping, crouching, moving of light and heavy objects, climbing ladders, using tools or equipment requiring a high degree of manual dexterity, and ability to distinguish between shades of color. Work is performed in an office, shop, or work site, with exposure to noise, dirt, machinery with moving parts, irritating chemicals, and inclement weather requiring use of protective devices.

## DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

## APPLICATION PROCESS

Please apply online. Position is posted until filled. Due to the overwhelming response to the college's staff openings we are unable to respond personally to individual telephone inquiries. No faxed submissions please.

## EEO

Agnes Scott College does not discriminate on the basis of, race, color, national origin, religion, sex, sexual orientation, age, disability or genetic information, gender identity and gender expression or any other characteristic protected by law in its employment. Agnes Scott College has a strong commitment to diversity and urges members of underrepresented groups to apply.