

Director of Operations & Maintenance

Posting Details

Position Information

Business Title	Director of Operations & Maintenance
Position Number	
Home Department	Operations & Maintenance
Employment Type	Regular (Continuous)
Full-Time/Part-Time	Full-Time
Appointment	Staff (12-Month)
Time Limited?	No
Time-Limited Appointment Length	Not Applicable
Work Schedule	40 hour work week; Monday – Friday. Some after hours and weekend work is required.
Work Hours per week	40
Travel Required?	Y
Primary Function of Organizational Unit	Facilities Operations is committed to maintaining state supported facilities in the most aesthetically pleasing and optimal operating condition as possible. Recognizing that our goal of creating and maintaining an environment which encourages and enhances the educational experience must never be compromised and will always be at the forefront of every decision we make. Taking the safety and well-being of all facility occupants seriously and striving to provide suitable and sustainable environments for all members of the campus community. Employing a diverse workforce and considering the varied viewpoints and opinions of our employees to be a valued resource. Caring for the assets entrusted to us in the most cost-effective manner possible. Offering access to the local, national and international community to share our body of knowledge as appropriate in the spirit of outreach and mutual benefit.
Primary Purpose of Position	Under limited direction and guidance, this position is responsible for the day-to-day operations of the Operations and Maintenance Unit. Responsible for overseeing the departments of Construction, Automotive, and Operations & Maintenance. The position will be responsible for gathering and maintaining information on the condition of our facilities as well as working closely with our planning department to develop an overall plan and schedule for future projects.

Key Functions and Related Job Duties

Key Function	Operations Management
Job duties performed for the above function	Responsible for the day-to day operations of the Operations and Maintenance Unit. Responsible for overseeing the units of Construction, Automotive, and Operations & Maintenance. Oversight and direction for hiring, performance evaluations, and recommendations for disciplinary actions up to and including termination. Assist with developing and implementing departmental policies. This includes reviewing and updating current polices as well as recommending additional polices/procedures to improve service. Ensure that university's rules and regulations, policies, and procedures are implemented and abided by.
Key Function	Project Management
Job duties performed for the above function	Responsible for gathering and maintaining information on the condition of university facilities as well as working closely with planning department to develop an overall plan and schedule for future projects. Ensure that university's rules and regulations, policies, and procedures are

implemented and abide by inspection and evaluation of facilities relative to code compliance; i.e. fire code, ADA requirements, electrical code, etc. Responsible for the operation of main steam plant and central chiller. Provides preventive maintenance on all departmental and university equipment and system. Gather and maintain information on condition of facilities. Review and comment on all phases of drawings and specs. Responsible for pest control management, asbestos, and mold remediation.

Key Function Liaison

Job duties performed for the above function Provides special reports to the Assistant Vice President for Facilities Operations and the Vice President of Finance and Administration. Special reports include detailed scopes of work and associate cost of estimates for project requests. This can also include non-routine research in unique situations to address institutional needs on a broad scope. Attend meetings to discuss departmental and university missions and goals, and ways to accomplish them.

Key Function Facility Management

Job duties performed for the above function Performs other duties as assigned.

Other Duties and Responsibilities

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Equal Opportunity Statement Georgia College is committed to the fundamental principle of equal opportunity and equal treatment for every prospective and current employee and strives to create a campus environment which understands, fosters, and embraces the value of diversity. No person shall, on the grounds of race, color, sex, sexual orientation, religion, national origin, age, disability, veteran status, or genetic information, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination, under any program or activity conducted by Georgia College.

Minimum Requirements

Proposed Minimum Experience/Education Bachelor's degree in related discipline; AND at least 8 years of related experience in facilities management and/or public works.

Department Required Skills

List any other requirements

Other Job Requirements

Describe other job related requirements necessary to effectively perform the job's key functions such as license/certifications, required trainings, etc. Click here for requirement examples listed by occupation titles.

Select Type None

Description of Requirement

Preferences

Preferred Years Experience, Skills, Training, Education Prefer at least 10 years of related experience in facilities management and/or public works.
Prefer Professional Engineer's license.
Prefer Masters Degree in related discipline.

Posting Detail Information

Posting Number S0522

Desired Start Date 04/02/2018

Position End Date (if temporary)

Open Date 02/09/2018

Close Date 03/09/2018

Open Until Filled No

Minimum Pay Rate-Annually

Special Instructions Summary Salary will be competitive and commensurate with education and experience
Contact the Office of Human Resources at (478) 445-5596 with any questions regarding this posting.

Reference Letters

Reference Letters

Accept References No

Minimum Requests

Last Day a Reference Provider Can Submit Reference

Applicant Special Instructions

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Do you have a Bachelor's degree?
 - Yes
 - No

Applicant Documents

Required Documents

1. Resume
2. Cover Letter/Letter of Application
3. List of 3 References and Contact Information

Optional Documents

To apply for this position please follow this link: <https://www.gcsujobs.com/postings/5483>