

WARREN WILSON COLLEGE

Position Description

POSITION TITLE: Director of Facilities Management & Technical Services

DEPARTMENT: Facilities Management & Technical Services

REPORTS TO: Vice President for Administration & Finance

POSITION SUMMARY:

Plans, directs, coordinates, and administers the overall maintenance and plant engineering operations of the College.

Specific Responsibilities:

1. Oversee maintenance and operations for more than 80 buildings (including staff houses) and 60 acres of core campus, utilities and services, and college-owned vehicles and equipment.
2. Provide supervision for and direction to physical plant staff and the students who report to them from the College Work Program.
3. Provide leadership in fulfilling the College commitment to the environment by serving as a spokesperson for environmental stewardship in campus and community discussions.
4. Promote commitment to environmentally friendly and socially sound purchasing, construction, and maintenance practices by physical plant supervisors and student workers.
5. Insure that all physical plant activities support the College commitment to promoting the health and sustainability of our biosphere as evidenced in its Environmental Commitment Statement and Pattern Language Documents.
6. Demonstrate a commitment to excellence in service to all constituencies of the College and to its core mission.
7. Formulate, and recommend to the Vice President for Business, budgets for facilities maintenance, operations, and renovation.
8. Plan, coordinate, and annually evaluate a five-year maintenance plan for equipment, buildings, and utilities.
9. Ensure compliance with federal, state, and local requirements related to College facilities operation, maintenance and construction, and safety standards and procedures as required by OSHA and the College.
10. Research and implement new and innovative maintenance and construction techniques and practices.
11. Consult with architects, engineers, the President, the Vice President for Business, other college departments and appropriate elements of shared governance in planning and developing new construction and renovation of existing facilities in accordance with College policies and best practices.
12. Monitor new construction and renovation to ensure facilities are constructed in accordance with specifications.
13. Advise the Vice President for Business in the negotiation and execution of contracts and other legal documents pertaining to goods, services, construction, capital property, and insurance.

14. Plan and conduct conferences with subordinates and regular department meetings to ensure compliance with established department practices and clear and open communication within the department and with other College constituencies.
15. Direct personnel functions including developing and implementing work procedures and standards; evaluating employee performance; making recommendations for hiring, promotions and dismissal; and managing disciplinary situations.
16. Meet with or serve on College and community committees and boards, as appropriate.
17. Coordinate the provision of appropriate substitutes for supervisors absent due to illness, vacation, etc. and emergency response in the skilled trades after regular working hours.
18. Perform other duties as appropriate.

WORKING CONDITIONS:

1. Indoor and outdoor in all weather conditions.
2. Sitting, walking, and prolonged standing often required.
3. Frequent irregular working hours.
4. Occasional hazardous working conditions and work in confined spaces.

QUALIFICATIONS:

1. A Bachelor's degree and five years of administrative or supervisory experience in physical plant operations and maintenance and construction management **or** an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
2. A record of effective leadership and management skills including supervision, coordination, motivation, delegation, and involvement of others in decision making.
3. Evidence of a commitment to sound environmental stewardship and socially conscious management practices.
4. Demonstrated ability to communicate effectively.
5. Demonstrated ability to establish positive working relationships with staff, faculty, students, and other campus constituencies.
6. Record of effective budget and personnel management.
7. Working knowledge of engineering principles, preventative maintenance methods, fire safety, life safety, electrical codes, hazardous materials disposal, and OSHA standards.
8. Working knowledge of electrical, plumbing, HVAC, carpentry, landscaping, construction, and maintenance methods and practices.