

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2017**

ASSOCIATE VICE PRESIDENT FOR FACILITIES

FLSA STATUS: EXEMPT – PAY GRADE: 29 – A

JOB FAMILY: FACILITIES & CONSTRUCTION JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Associate Vice President for Facilities (AVP) is responsible for planning, coordinating, and oversight of construction and maintenance for all College-wide facilities. The AVP will maintain oversight of the College's Facilities Maintenance Program providing general direction, organization, planning and management oversight of Florida State College at Jacksonville's college-wide multi-campus facility maintenance operations, and oversee planning and execution of all facilities-based capital projects.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Participate in the development of goals and objectives as well as policies and procedures; make recommendations for creation of and improvements to existing standards, policies and procedures; participate in the development and implementation of approved policies and procedures; and monitor work activities to ensure compliance with policies and procedures.

Oversee the preparation and administration of facilities maintenance budgets; submit prioritized budget recommendations; help develop scope documents; coordinate the preparation of cost estimates and quotes; submit justifications for equipment purchases and track maintenance expenditures.

Provide documentation to support capital outlay budget requests. Work with Vice President for Business Services and Executive Director for Budget Planning and Auxiliary Enterprises to develop the Capital Outlay Budget to recommend for Board approval.

Oversee the execution of College annual maintenance/capital outlay plans.

Advise administration on anticipated funding requirements to adequately maintain the College's inventory of buildings and grounds.

Oversee the development of preventative maintenance programs for critical building systems and equipment.

Plan, prioritize and assign projects to meet the facilities maintenance needs of the College.

Oversee capital projects, including schedule, cost, design, and construction. Monitor project budgets and recommend budget amendments as necessary. Monitor progress of capital projects with appropriate personnel, and provide periodic updates to the Vice President for Business Services.

Prepare and maintain the College Project Priority List based on facilities surveys and long-range plan.

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Oversee contractor relations in regards to contract maintenance and repair services.

Oversee negotiations and management of select facilities maintenance service contracts and facilitate contractor performance evaluations.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of facilities maintenance; and incorporate new developments as appropriate into College maintenance programs.

Monitor and document the College's Facilities Maintenance Program using its Computerized Maintenance Management System (CMMS).

Oversee energy management activities to provide improved energy use with the goal of being a recognized exemplary energy use organization.

Organize and lead the College-wide Maintenance Management Team.

Organize and file copies of project documents and maintenance manuals for future reference.

Participate in the development and direct the implementation of emergency recovery and operations plans.

Create a proactive approach to preventative maintenance and facility safety. Ensure assigned personnel are properly trained and that operations are performed in a safe and environmentally friendly manner. Promote a safety first culture in the department, and participate on the College's Occupational Health and Safety Process team.

Oversee all campus facilities operations, including facilities rentals.

Develop and administer budgets for operations and maintenance for equipment, renovations and infrastructure.

Perform other related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the Vice President for Business Services.

SUPERVISION EXERCISED

Supervision is exercised over the Executive Director of Facilities, Directors of Campus Operations, and appropriate support staff.

MINIMUM QUALIFICATIONS

Bachelor's degree in engineering, building construction, business or a related field from an accredited institution and ten (10) years of directly related experience. Demonstrated competency in project management, facilities maintenance, capital projects, and supervision. Proven exceptional ability to communicate both orally and in writing to individuals at all levels of an institution. Administrative competency in Microsoft Office Products. Ability to negotiate large contracts and to keep contractors on task and on time.

PREFERRED QUALIFICATIONS

Master's degree in business, engineering or building construction from an accredited institution. Experience in higher education construction and maintenance as well as proven experience with building automation controls, CMMS systems and energy management software systems.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing/receiving assignments, instructions, or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

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Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 2017