

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2025**

**FACILITIES PROJECTS DIRECTOR**

**FLSA STATUS: EXEMPT - PAY GRADE: 25 – P**

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS  
JOB FUNCTION: MANGERIAL/SUPERVISORY**

**GENERAL STATEMENT OF JOB**

Provides oversight of daily campus operations for 4 Campuses and 3 Centers. Develops strategy, processes, systems, and allocates resources for projects in support of FSCJ's mission, vision, and strategic plan. Collaborates with college executives to explore new business opportunities and executes partnerships to ensure the fiscal success of the college.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Oversees FSCJ's collegewide auxiliary partners (BibliU), Chappell, food service operators) and strategic alliances (UNF MedNexus, UF Shands, CSX, San Jose Schools, River City Science Academy, COJ-JSO-JFRD, Junior Achievement) on all campuses.

Develops and manages Collegewide Campus Support and Instructional Support budgets for 4 Campuses/3 Centers as budget manager.

Oversees and approves all facility rentals at all campuses/centers.

Oversees and directs the Collegewide Campus Emergency Operations Plan (CEOP) aligned with College Emergency Management Plan (CEMP).

Serves as Facilities Department Tier 1 Records Management Coordinator.

Oversees and directs collegewide fleet management program (downsizing, budgeting, refresh schedule, lease vs. purchase) and Facilities department equipment program.

Participates in the evaluation and selection of procurement sourcing.

Serves as assigned Facilities Project Manager for select projects (CW Dept. Restack, Library Services, Junior Achievement, CW Student Housing, Wayfinding, Cecil Workforce Programs, Fire Academy of the South Burn Building, SC Tennis-Pickle-Paddle Courts.

Facilitates Six Sigma process improvements.

Develops training and onboarding for Facilities department.

Provides collegewide facilities support to create and maintain a campus environment supportive of student needs.

Performs other related duties, as required.

**SUPERVISION RECEIVED**

Supervision is received from the Associate Vice President for Facilities.

**SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

**MINIMUM QUALIFICATIONS**

Bachelor's degree from a regionally accredited institution and five (5) years of related experience.

**PREFERRED QUALIFICATIONS**

Bachelor's degree in Business, Education, or related field from a regionally accredited institution and five (5) years of progressively responsible experience in budget, facilities, project management, and coordination and provision of support services, primarily in a supervisory capacity.

**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 and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals and codes. 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.

**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:** 6/26/25