

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2023**

**CAMPUS FACILITIES DIRECTOR**

**FLSA STATUS: EXEMPT – PAY GRADE: 23 – P**

**JOB FAMILY: CAMPUS SERVICES    JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Campus Facilities Director supervises staff performing a variety of building service activities and provides college wide leadership in the development of plant maintenance procedures.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Reviews, evaluates, prioritizes, and assigns work to campus journeymen, trade workers and admin support staff. Reviews and monitors SchoolDude service tickets and assigns. Sends emails as required.

Makes decisions on emergency and repair calls that arise for facilities related needs.

Evaluates and engages outside contractors, architects, engineers and vendors for approved deferred maintenance and capital projects. Determines and presents work scope, assesses cost/benefits for proposals, selects contractors, and assigns the preparation of requisitions and purchase orders. Coordinates all work-related activities. Monitors performance and budget adherence.

Analyzes and monitors plant operations, preventative maintenance schedules, and energy usage. Investigates discrepancies that may arise.

Responds to emails from internal college staff and outside vendors and renders decisions on appropriate action.

Plans, coordinates, and makes decisions related to maintenance activities and staffing for assigned campus location. Works in conjunction with Executive Director of Campus Operations, Events, and Special Projects to administer FSCJ's contracts for auxiliary operations. Assists AVP for Facilities with capital project management, monitoring project progress, and serving as a liaison to contractors.

Approves time sheets and leave requests; conducts employee reviews and evaluations; and administers discipline.

Monitors department budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors expenditures; and reviews, verifies, approves, and signs off on invoices for accounts payable.

Develops campus-center recurring maintenance and deferred maintenance budgets, ranked by priority based on available funding. Supervises expenditures and maintains campus fiscal control in concert with informed college-wide budget process.

Participates in the development, and directs the implementation, of emergency recovery and operations plans. Participates and leads National Incident Management Systems (NIMS) and Incident Command System (ICS) plans and efforts.

**SUPERVISION RECEIVED**

Supervision is received from the with Executive Director of Campus Operations, Events, and Special Projects.

**SUPERVISION EXERCISED**

Supervision is exercised over assigned staff.

**MINIMUM QUALIFICATIONS**

One of the following:

- Five (5) years supervisory management experience in facilities management and/or building maintenance
- Completion of a four (4) year apprenticeship program
- Licensed Journeyman or Contractor
- Associate's degree from an accredited institution in a related program of study, such as architectural, engineering, or construction.

**PREFERRED QUALIFICATIONS**

Bachelor's degree in a related program of study, such as architectural, engineering, or construction. Experience with building automation controls, Microsoft Office products, and CMMS systems.

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

**Physical Requirements:** Some tasks may involve frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**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 a variety of logs, inventory statements, etc. Requires the ability to prepare logs, maintenance reports, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**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. Must be able to communicate effectively and efficiently in standard English.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages. Requires the ability to utilize high school algebra, trigonometry, geometry and descriptive statistics.

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

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**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). Must be able to communicate via telephone.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes) but may require exposure to extreme heat/cold or extreme weather conditions.

Rev. 11/16; 4/19; 1/6/21; 2/22/23