Saint Michael’s College
Job Description

Job Title: Associate Director of Facilities/College Architect

Department: Facilities

Supervisor or Manager: Director of Facilities

Date Created: 7/28/2005 Last Revised: 7/28/2005 FLSA Status: E

Approved by (print name): ________________________ Signature: ________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- All tasks assigned by the Director of Facilities are independently and competently handled
- The College is represented for major projects to outside architects, engineers, contractors, code officials and design feedback is offered to the end user departments during the process
- Short and long term budgeting requirements are developed for College projects
- Special projects on campus are designed, managed, estimated and bid out for including, but not limited to, maintenance, deferred and capital projects for all facilities on campus
- Projects for Facilities, Academics, Information Technology, Athletics and other departments are managed

Essential Duties and Responsibilities:
- Directs the personnel and assistants of the carpenter and paint shops to maintain the functionality and aesthetics of the campus
- Represents the functions of the Facilities department when Director of Facilities is absent
- Oversees multiple shops; the extent of shops may vary at the discretion of the Director of Facilities (may be 1-2 shops or all shops, shops include Carpenter, Paint, Electrical/HVAC, Grounds, Custodial, Vehicles); and have supervisors who are direct reports to this position
- Reviews purchase requests, determines the validity and the importance of expenses while considering the budget for Facilities and approves spending
- Manages new construction projects, working closely with President, Director of Facilities and directly affected department heads during preliminary design phase
- Oversees design phase, permitting phase and construction phase of new projects, representing the College’s best interest, for maintaining schedule, cost and quality
- Supervises projects within the College, including meeting with the department, programming, designing, bidding or soliciting pricing and managing the construction process to meet critical schedules within budget
- Estimates construction costs for projects
- Manages digital building files (AutoCAD) and SMC building specifications
- Ensures the best use of trade shop resources including budget and personnel, making sure staff is highly trained and motivated
- Manages Trades budget directly and efficiently
- Determines supplemental staffing needs and makes recommendations of what needs are to Director
- Reviews and comments on all academic furniture requirements with a special sense of reliability and function
- Reads and interprets contracts, specifications and prints typical of the industry

Secondary Responsibilities:
- Prioritizes work requests
- Serves on committees
- Makes aesthetic decisions for projects and areas of campus
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Positions Supervised:
- Supervisors of various shops (quantity determined by Director of Facilities)
- Full-time employees (minimum of 7)
- Part-time and seasonal employees

Position’s Major Contacts:
- All Facilities supervisors and trade staff
- Architects, engineers, contractors
- Faculty/staff
- President of the College
- Purchasing department
- Controller
- Department heads and budget managers
- Code officials

Demonstrates Excellence in this Position:
- Builds trust with directly reporting supervisors and all Facilities employees
- Gives clear direction and sets definitive expectations, empowering staff to be successful on their own
- Treats all Facilities employees fairly and with equal consideration
- Maintains composure when faced with stressful situations
- Administers reprimands or constructive criticism respectfully, taking care not to embarrass employee
- Gives praise when a job is performed well, or when behavior is modified positively
- Is flexible and available for regular and after hour needs to accomplish the responsibilities of position
- Utilizes financial management knowledge to effectively handle budgetary and expense liabilities

Education and Work Experience Required:
- Bachelor’s degree or equivalent combination of education and experience
- 5 Years experience in construction trade, preferably in an institutional setting
- 3 Years of supervisory experience preferred and/or proven ability to manage budgets, projects and people
- Strong understanding of service industry, construction, architecture and design

Analytic Skills Required:
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

Language and Literacy Skills Required:
- Prepares and delivers written and spoken information to small and large groups. Effectively manages meetings. Often in speaking, represents the institution to the audience. Communicates regularly and effectively with a wide range of groups.

Computer/Technology Skills Required:

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Other:
- AutoCAD (intermediate)
- Work order system (working knowledge)
- Energy Management System (intermediate)
Licenses, Certifications and Other Requirements:
- Must meet driver’s eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy
- Professional building trade license preferred

Physical Demands:
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Associate Director of Facilities/College Architect, the employee is regularly required to lift and/or move 26-50 pounds and occasionally more than 50 lbs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Availability for some overnight travel and 24/7 rotational call needs
- Flexibility with hours to meet job requirements
- Ability to work at various heights and in extreme temperature conditions
- Capability to diplomatically communicate with various entities and community members
- Capacity to prioritize and work independently to handle competing demands of position

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.