Saint Michael's College
Job Description

Job Title: Associate Director of Facilities/Technical Trades

Department: Facilities

Supervisor or Manager: Director of Facilities

Date Created: 7/26/2005  Last Revised: 7/26/2005  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:
- The Director of Facilities is represented, as assigned
- Projects are managed and the activities of all Technical Trades departments are coordinated
- All Campus electrical systems are fully operational
- Paperwork necessary for operation of the department is completed appropriately
- Inventory levels are maintained
- College is consistently in compliance with all codes and all campus building systems are documented properly
- Daily work orders are completed in a timely manner
- A comfortable environment for the campus is maintained
- Campus lighting is maintained at acceptable levels
- The installation of new or expansion of existing electrical systems is administered
- Position is carried out as 60% management/40% hands on work

Essential Duties and Responsibilities:
- Coordinates and manages multi-craft projects/activities involved in preventive, scheduled, and emergency maintenance, cleaning, repair, renovation of buildings, mechanical systems and facilities requirements
- Organizes workload to ensure deadlines are met; schedules work assignments in order of priority
- Trains employees on equipment, techniques, methods, and procedures
- Surveys assigned work area to determine maintenance or construction needs; inspects work in progress for compliance with plans and regulations
- Coordinates work assignments with customers, project technicians, and outside contractors to ensure timely completion of required repairs and/or construction
- Estimates job costs; reviews work orders for compliance and billing purposes; purchases or orders supplies and materials
- Maintains records on employees, equipment, and maintenance activities
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental policies
- Attends meetings representing the Director of Facilities as assigned
- Researches, recommends and bids vendor contracts for the department
- Works in the field as an electrician as needed
- Performs miscellaneous job-related duties as assigned

Secondary Responsibilities:
- Consults with Student Activities on issues related to event planning

Positions Supervised:
- Supervisor of Technical Trades/HVAC (1)
- Technical Trades staff members (4)
- Electricians (2)
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- Lighting Technician (1)
- Work-study students
- Temporary summer workers

Position’s Major Contacts:
- Faculty
- Staff
- Students
- Priests
- Code Officials
- Visitors
- Food Service workers
- Vendors
- Subcontractors
- Insurance Inspectors
- Consultants
- Architects
- Engineers

Demonstrates Excellence in this Position:
- Displays highly effective organizational and coordinating skills
- Fosters a cooperative work environment which shows in employee morale and productivity
- Knows craft thoroughly, as evidenced by quality of work and understanding of campus systems
- Continues growth in position by continuing to learn latest techniques and mastering new job tasks as assigned
- Demonstrates ability to communicate verbally/in writing and work effectively with a diverse community
- Completes work on time, on budget and earns complete customer satisfaction with the outcome of each project
- Achieves accreditation and/or licensing in job-related fields such as Gas, Fire Alarm, Building Occupancy, HazMat, Pool and Generator Certifications
- Exhibits flexibility with work load and schedules
- Pays close and careful attention to the details of a project

Education and Work Experience Required:
- Associate’s degree or equivalent combination of education and experience
- Master level State of Vermont Electrical License or equivalent
- 4 years in a supervisory position, preferably in a maintenance environment
- Demonstrated ability to perform complex tasks and to prioritize multiple projects
- Working knowledge of planning and scheduling techniques

Analytic Skills Required:
- The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills Required:
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills Required:

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Adobe Acrobat
Quark
Datatel
Internet Research
Other:
Energy Management System (intermediate)
School Dude (highly proficient)
Equipment (Boilers, Variable Frequency Drives) Computer Systems (highly proficient)
Fire Alarm Systems (highly proficient)

Licenses, Certifications and Other Requirements:
- Vermont State Master Electrician License or equivalent
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy

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/Technical Trades, 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:
- Capacity to meet the requirements of a full-time salaried supervisory position with hands-on work as needed
- Use of personal vehicle and appropriate driver’s training
- Availability to work irregular and flexible hours, including overnight travel, to accomplish demands of position
- Must be trained to work from the SMC Genie personnel lifts and the JLG boom lift
- Comfort working at heights up to 60 feet and exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, tight working spaces, and/or loud noises
- Availability for emergency response during non-working or on-call hours as needed
- Ability to handle exposure to potentially dangerous materials, such as asbestos, and situations that require following extensive safety precautions and may include the use of protective equipment
- Knowledge of federal, state, and local codes specific to the trade
- Ability to use meters, hand and power tools applicable to trade
- Must receive all mandatory training as required under State and Federal Laws
- Working knowledge of ergonomics and procedures related to Personal Protective Equipment, Blood Borne Pathogens, Lock Out Tag Out, Respiratory Exposure, HazCom, Confined Space, Universal Waste, Fire Extinguishers

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.