Saint Michael's College
Job Description

Job Title: Director of Facilities

Department: Facilities

Supervisor or Manager: Vice President of Finance

Date Created: 12/12/05 Last Revised: 12/12/05 FLSA Status: E

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:
- All physical facilities for the College are developed, operated and maintained
- Operational and capital budgeting is managed
- Campus and surrounding communities have a liaison for regular communication
- Custodial, Trade Shops, Design & Construction, Environmental, Safety, Energy, Grounds, Motor Pool, Property Maintenance staff, Shuttle Service staff members are supervised and developed professionally
- Master planning is conducted and deferred maintenance program is managed
- Facilities departments are represented on campus-wide committees
- Leadership qualities are provided that promote the most beneficial use of assigned resources while an environment is strived for which is aesthetically pleasing, conducive to the learning process and supports the mission of the College
- The continuous availability of the College's physical assets is ensured to support the educational, special events and other programs at the College

Essential Duties and Responsibilities:
- Develops and implements short/long range planning of issues related to facilities around campus and periodically reviews campus master plan
- Sets policies for department that often affects other departments: ex. key policy, emergency response, dorm closing, shuttle schedule
- Anticipates operational and capital budgeting and staffing needs, optimizing the use of all assigned resources
- Develops and manages Facilities issues related to approximately 1.5 m/SF & 500 acres
- Ensures work order system and response program for all departments are working efficiently
- Approves time sheets and payroll records for department staffing
- Recognizes needs and maintains deferred maintenance program
- Identifies, plans and implements capital equipment and projects
- Makes cost effective energy supplies available and ensures environmental, safety and code compliance for the College
- Fosters positive relationships with all contacts in the entire College community
- Provides leadership qualities to promotes cooperation & loyalty with higher authorities, peers, external entities & subordinates
- Coordinates departmental activities with appropriate faculty, staff, students, professionals, contractors, vendors, College visitors, Federal, State and local agencies
- Maintains working rapport with State Fire Marshall (Labor & Industry), Act 250 Board, Efficiency Vermont, Colchester zoning & planning, neighboring entities, ADA Board, Environmental Board, VOSHA, Vermont Department of Health, etc
- Coordinates projects with minimum disruption of campus activities during implementation
- Supports and services Special Events, Athletics, Student Life, IT renovations and all academic functions
- Oversees all project design and construction to completion, assuring that fulfillment of program requirements are provided on schedule, within budget and at the minimum life cycle costs
- Makes organizational compliance with applicable codes, rules & regulations a top priority for all projects
- Administers a Facilities budget through development, allotment and justification of annual budget of > $3.8m, energy budget of $2.1m, annual equipment > $2m and capital budget >$0.75m, as well as other special construction projects of several million dollars as determined by master planning needs
- Generates a recommended organizational budget and periodically reviews budget status, coordinating issues with Financial Services
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- Operates departmental activities within approved budgetary limits and administers a fair and equitable campus-wide distribution of the budget resources
- Reallocation of internal resources as necessary to meet changing conditions
- Ascertainment of energy supplies, pricing and delivery projections
- Reviews and approves all recommended hires, disciplinary and terminating actions in accord with Human Resources
- Maintains highly trained and motivated staff by conducting timely performance appraisals, recommending all salary adjustments, promotions and changes and providing/enforcing appropriate training programs
- Develops educational and recognition opportunities to reward performance
- Strives for consistent, equitable opportunity and treatment of all department employees
- Assures continuous and reliable operations of College facilities
- Establishes organizational goals, objectives, priorities and schedules
- Preserves and protects facility capital investment subject to available resources
- Consults with affected personnel/departments prior to initiating disrupt operations
- Supervises subordinates in the administration of Facilities services’ routine activities and supports projects areas such as maintenance, office operations, utility service, design & construction, custodial, vehicles, environmental & energy
- Facilitates all external support resources required to ensure facility project completion and readiness
- Provides timely preventive, predictive and routine service for campus facilities, support services for Special Event functions both on and off Campus and grounds, moving, vehicle and landscaping services
- Maintains trained competent staff levels and appropriate vendors for building and utility systems
- Establishes contracts for labor and materials as necessary to facilitate Facilities changes

**Secondary Responsibilities:**
- Serves on College community boards, committees, etc.
- Works at P-Day, concerts and Commencement
- Serves on College committees e.g.: other department search committee, personnel committees, Klien committee, etc.

**Positions Supervised:**
- Executive Assistant (1/2)
- Associate Directors (2)
- Assistant Director (1)
- Supervisors (9)
- Custodial (40)
- Property Maintenance (3)
- Mechanics/Shuttle Drivers (6)
- Grounds (7)
- Trades (13)
- Recycling (1)

**Major Contacts:**
- Facilities staff
- Federal, State & local officials for permitting & codes compliance
- President and Cabinet Members
- Directors and other peers
- Design professionals (Engineers & Architects)
- Faculty and Staff
- Students and student groups
- Contractors and Vendors
- Special Event groups
- Trustees on occasion
- Professional organizations
- Related business interest groups like Fletcher Allen, IBM, GMP, UVM, etc.

**Demonstrates Excellence:**
- Possesses leadership qualities that are professional, motivating and sensitive to a diverse community
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- Is flexible and makes self available to respond or assign authority for all Facilities issues on a 24/7 basis
- Promotes the idea of a service-oriented department
- Accepts and provides constructive criticism for professional growth and improvement
- Interacts well with an ability to influence consensus and implementation of work amongst diverse groups
- Communicates comfortably and even initiates contact at all levels, both written and verbal
- Displays a sound and savvy knowledge of financial processes
- Has exceptionally diverse technical understanding of the facilities, which ensures appropriate actions taken
- Exhibits highly proficient computer skills especially with typing, word document, web, email, and spread sheets
- Reads contracts, specifications and prints with a high level of competence and understanding
- Writes reports, keeps records and gathers information quickly to efficiently support the demands of this position
- Makes confident decisions with strong analytical/problem solving skills after all necessary information is gathered, which is perhaps the most important aspect of excelling in this position, even if the outcome isn’t as successful as expected

Education and Work Experience:
- Bachelor’s degree or equivalent combination of education and experience
- Must have a minimum of ten years of progressively responsible experience in Facilities operation and management in which at least 7 years have been in a supervisory capacity
- Experience with an institution of higher education, construction & maintenance knowledge, budget proficiency, code and life safety experience, multi-department interaction with an emphasis toward being a service provider

Analytic Skills:
- 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:
- 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:

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Other:
- Work Order System- highly proficient
- Campus Energy Management System- intermediate
- CAD/Autodesk- working knowledge
- Equipment computers: speed drives, auto flame, fire Alarms, etc. - intermediate

Licenses, Certifications and Other Requirements:
- 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
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- 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 Director of Facilities, the employee may be required to lift and/or move 26-50 pounds.

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 overnight travel, 24/7 call response for Facilities related situations and SMC Emergency Response Plan  
- Flexibility to work extended hours as required  
- Must attend after hours events and meetings as a College representative  
- Ability to access all remote areas normally associated with large facilities  
- Must be able to work in both hot and cold environments

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.