

Richmond Community College

Job Description

Position Title: Director of Facility Services

General Description: The Director of Facility Services, under the authority of the Executive Vice President will provide leadership for the Maintenance Department, ensuring a safe learning and working environment through efficient, effective, and sustainable operations within a dynamic educational setting. Plan, organize, and direct the operations of the maintenance, custodial, and grounds keeping units within the department. Responsible for department budget development and administration. Schedule and supervise department related purchases/contract service providers and vendors. Assist all areas with facilities and construction management, energy conservation, and recycling.

Duties and Responsibilities of the Position:

1. Supervise overall facility operation of maintenance department, assisting with day-to-day troubleshooting and repair when needed.
2. Monitor facility operations and renovations to include being responsible for facility safety and physical ADA compliance standards.
3. Handle relations with Environmental and Energy bodies of the State and Local governments. This includes OSHA and compliance with OSHA regulations.
4. Maintain a working inspection and preventive maintenance program for equipment and facilities.
5. Monitor resource/energy consumption and conservation through various reporting and scheduling software making adjustments where needed.
6. Maintain and work within an assigned maintenance budget. Follow college procurement procedures for estimates, bids, RFPs, etc. Evaluate and recommend appropriate maintenance, cleaning and grounds supply items and maintain proper just-in-time inventorying system with such.
7. Serve on various committees as assigned to assist in areas such as safety, security, and planning.
8. Prepare and submit timely, accurate reports as required for various government agencies.
9. Inspect buildings in and around classes and during various shifts for cleanliness, safety compliance, and maintenance needs, looking to improve safety and efficiency.
10. Maintain cooperative working relationships with the college staff, other organizations and the public. Ensure exceptional customer service is delivered by all maintenance staff.
11. Assist in providing security for campus facilities and equipment; respond to security/fire/maintenance issues or alarms on/off duty hours.
12. Other duties. (Willingness to accept and fulfill additional requirements.)

Position Qualifications:

Knowledge, Skills and Abilities:

Knowledge of facilities maintenance principles and practices. Strong managerial and organizational background. Multitasking and project management required. Working knowledge of electricity and HVAC systems, custodial functions and grounds. General

knowledge of building construction and design. Computer skills to include email, spreadsheet, and word processing functions required. Driver's license required.

Minimum Education and Experience:

Associate degree required. Credit may be given for experience. Minimum of three years of supervisory experience required. Experience servicing HVAC systems, electrical systems, plumbing, and carpentry preferred. Post-secondary training in business management or related work experience preferred. Work experience in an educational, governmental or complex business/manufacturing environment required.

Salary Grade: Range: \$49,827 to \$74,740 annually

Location: Main Campus

Questionnaire for Compliance with Americans with Disabilities Act

Interview guide for collecting job analysis information

Job Title: Director of Facility Services
Division: County
Location: LP Building
Supervisor's Title: Executive Vice President

Department: Maintenance
Shift: 6:00 - 3:00

1. General Purpose of Job. Briefly describe the job's primary purpose or contribution to the department or organization.

See job description

2. Duties and Responsibilities. List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals.

See job description

3. Supervisory Responsibilities. If this job supervises others, give the name of unit(s) or department(s) managed and number of employees supervised. If there are subordinate supervisors, list them also.

Supervises the maintenance department. Custodians - 7, Custodian Supervisor - 1, Maintenance Supervisor - 1, Maintenance Supervisor in Scotland - 1, Evening Maintenance Supervisor - 1, Maintenance Helper in Auditorium - 1, Groundskeeper - 1, and Grounds Helper - 2.

4. Physical Demands:

4A. How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4B. Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4C. Does this job have any special vision requirements? Check all that apply.

- ☒ Close vision (clear vision at 20 inches or less)
- ☒ Distance vision (clear vision at 20 feet or more)
- ☒ Color Vision (ability to identify and distinguish colors)
- ☒ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- ☒ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- ☒ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- ☐ No special vision requirements

4D. Make notes on the specific job duties that require the physical demands selected above.

Heavy lifting on equipment repair, climbing; good vision and hearing are required.

5. Work Environment:

5A. How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 and more
Wet, humid conditions (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work with explosives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5B. How much noise is typical for the work environment of this job? Check the appropriate level below.

- ☐ Very quiet (Examples: forest trail, isolation booth for hearing test)
- ☐ Quiet (Examples: library, private office)
- ☐ Moderate Noise (Examples: Business office with typewriters and/or computer printers, light traffic)
- ☒ Loud noise (Examples: metal can manufacturing, department, large earth-moving equipment)
- ☐ Very loud noise (Examples: jack hammer work, front row at rock concert)

5C. Make notes on the specific job duties that are affected by the environmental conditions selected above.

Troubleshooting of equipment, repair and installation of equipment.

6. Comments. Include any other information that will aid in the preparation of an accurate description of this job.

7. Questionnaire prepared by:

Name: _____ Date: _____

Title: _____

Basis for knowledge of job: ☐ hold job now; ☐ supervise job; ☐ other (explain)

Exposure Determination for Bloodborne Pathogens

All position descriptions, including administrative and support personnel, whether paid or volunteer, must be evaluated by the appropriate department chairman/head and a Risk of Exposure to Bloodborne Pathogens Classification I or II be assigned to the position as it applies to each employee's work location. In situations where jobs of the same title entail substantially different categories of risk based on the department to which assigned, job titles will be modified to include the unit name thereby creating a newer, more specific description for that position.

For jobs which fall into Classification II, a list of tasks or procedures which present an occupational exposure to those employees should be prepared and appended to the job description. Assignment of personnel to a new department in the same basic job may necessitate a formal change of job title to ensure that they will receive training according to that job's risk classification. This must be reviewed on an annual basis by department managers for all job titles which they supervise or manage.

_____ CLASSIFICATION I

This includes jobs in which required tasks routinely involve a potential for mucous membrane or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures is required for every employee performing these tasks.

_____ CLASSIFICATION II

This includes jobs in which required tasks normally do not involve exposure to blood, body fluids or tissues, but may require performing unplanned Classification I tasks. In these jobs the normal work performance involves no exposure to blood, body fluids or tissues. However, exposure or potential exposure may be required as a condition of employment or class performance.

_____ PERSONNEL NOT COVERED BY THE STANDARD

This includes jobs in which required tasks involve no greater exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues that would be encountered by a visitor. The normal work/class performance involves no exposure to blood, body fluids, or tissues and the employee can decline to perform tasks which involve a perceived risk without retribution.

NOTE: All employees who do not fit into Classification I or II will fall into a third category not covered by the Standard.