

ASSISTANT VICE PRESIDENT OF FACILITIES MANAGEMENT

GENERAL STATEMENT: Provides management oversight of Building Operations, Night Custodial Services, Transportation, Shipping & Receiving, and Energy Management departments for all TVCC campuses. Directly responsible for managing outsourced facilities service provider contracts; construction activities; environmental health and safety processes; business continuity; and coordinating real estate transactions.

REPORTS TO:

Vice President of Administrative Services and Chief Financial Officer

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree in relevant field of study required. Master's degree preferred.

LICENSE OR

CERTIFICATION:

Valid Texas Driver's License

EXPERIENCE:

Five (5) years recent related work experience and previous supervisory experience required. Previous higher education experience preferred.

OTHER:

- Current knowledge of all aspects of physical plant operations and construction including building codes and requirements, preferably as they relate to educational facilities.
- Knowledge of environmental health and safety regulations.
- Knowledge of emergency management and business continuity planning.
- Working knowledge of Microsoft Office products Excel, Word, and Outlook.
- Knowledge of State of Texas and TVCC purchasing guidelines.
- Knowledge of invoicing procedures in order to verify contractor pay requests and other invoices.
- Ability to compile and analyze data for the creation of reports for audiences of varying technical levels.
- Ability to work independently and with minimum supervision.
- Ability to make independent judgments.
- Ability to lead, work and effectively communicate with diverse groups of people.
- Ability to organize and prioritize multiple assignments.
- Ability to write, interpret and negotiate contracts.

DUTIES AND RESPONSIBILITIES:

- Supervises and supports four direct reports: Director of Building Operations, Supervisor of Night Custodial Services, Director of Transportation, Shipping & Receiving, and the Energy Education Specialist.
- Provides management oversight and contract administration for outsourced service providers.
- Serves as back-up to direct reports in their absence including 24/7 back-up when required.
- Develops and manages budgets for all areas of responsibility, including utility budgets for all campuses.
- Approve Purchase Order Requests and invoices for direct reports' departments.
- Manages and negotiates utility contracts including electricity, natural gas, water and sewer.
- Serves as Reporting Senior for Energy Education Project.
- Together with provosts, provides management oversight of satellite campus physical plant operations.
- Together with provosts, plans, manages, and budgets for satellite campus facilities needs.
- Works closely with Vice President of Information Technology Services and staff to coordinate I/T and Facilities activities as needed.
- Works with administration, faculty and staff to identify facility needs.

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- Assists VP Team with prioritization of the College’s repair and maintenance projects.
- Oversees the development and maintenance of the Campus Master Plan.
- Manages construction projects from permitting to occupancy.
- Communicates with third parties (architects, general contractors, engineers, permitting bodies, etc.) during all phases of construction process. Prepares construction reports as required for bonding, insurance, etc.
- Prepares facility reports and presentation materials for Board meetings, administrative staff and college community as needed.
- Keeps detailed plans, paperwork and photographs for records and archives, ensures periodic updating of facility drawings/floor plans, maintains inventory of drawings/blueprints.
- Works with Manager of Purchasing, Contracts and Insurance on the annual pre-qualification of general contractors, verifies sub-contractors’ eligibility to perform work at TVCC, ensures proper documentation, current licenses and payment and performance bonds are held.
- Researches files for information regarding construction issues, makes revisions to construction documents, updates standards and codes manuals, and conducts visual inspections of facilities.
- Coordinates real estate transactions, including building rentals, land leases, property acquisition and divestiture, make recommendations to and prepare associated documents for execution by administration.
- Tracks land parcel ID information for reporting purposes, as it relates to land acquisition and tax exemption.
- Researches zoning codes and regulations for future construction projects.
- Serves as the primary point of contact on all non-instructional environmental health and safety matters for the College.
- Assists Campus PD and other departments in planning, developing and coordinating TVCC emergency response activities including incident preparedness, coordination of response, recovery operations and post incident review in coordination with local law enforcement and emergency management organizations, serves on the Cardinal Emergency Response Team (CERT).
- Develops and maintains a Business Continuity Plan for the College.
- Recommends to the Vice President of Administrative Services and Chief Financial Officer the employment, assignment, and dismissal of personnel in areas of responsibility.
- Other duties as assigned by the Vice President of Administrative Services and Chief Financial Officer.

PHYSICAL REQUIREMENTS:

- Ability to lift, pull or push 70 pounds.
- Ability to occasionally climb ladders and stairs, bend, stoop, work in high places (e.g., rooftops).
- Ability to work outdoors in inclement weather.
- Moderate travel required.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee’s Signature

Date

Supervisor’s Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 12/8/09 Revised: 5/15/12