



Trinity Valley Community College
Job Description
Associate Vice President Of Facilities Management

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Provides management oversight of Building Services, and Energy Management departments for all TVCC campuses. Directly responsible for managing outsourced facilities service provider contracts, construction activities, environmental health and safety processes, and coordinating real estate transactions.

REPORTS TO:

President

SUPERVISES:

Facilities and Building Services departments

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Bachelor's degree in relevant field of study

PREFERRED:

Master's degree.

EXPERIENCE REQUIRED:

Five (5) years recent related work experience and previous supervisory experience

PREFERRED:

Previous higher education experience.

OTHER LICENSES OR CERTIFICATIONS:

Valid Texas Driver's license without restrictions which could prevent employee from performing duties and responsibilities including serving as back-up for direct reports which requires Lift Truck Training.

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Compliance Law
- Administrative practices

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- 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.

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



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- Approve Purchase Order Requests and invoices for direct reports' departments.
- Manages and negotiates utility contracts including electricity, natural gas, water and sewer.
- Together with provosts, provides management oversight of satellite campus physical plant operations.
- Together with provosts, plans, manages, and budgets for satellite campus facility's needs.
- Works closely with Vice President of Information Technology Services and staff to coordinate IT and facilities activities as needed.
- Works with administration, faculty and staff to identify facility needs.
- 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).
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by the President.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.

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- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college’s plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Light Van
- Seat Belts
- Fax machine
- Fire Extinguisher
- Ramps
- Lift Equipment

PHYSICAL DEMANDS:

- Requires: Finger dexterity, Grasping, Talking, Hearing, Seeing, Repetitive Motions, Computer Work
- Subject to: Standing, Lifting, Feeling,
- May need: Climbing, Balancing, Stooping , Kneeling, Reaching, Sedentary, Light Work
- Occasionally need to: Crouching, Walking, Pushing, Pulling, Medium to Very Heavy Work

MENTAL DEMANDS:

- Hazardous Physical Conditions: Less than 25% of the time
- Atmospheric Conditions: Less than 25% of the time
- Extreme Temperatures: Less than 25% of the time
- Work Space Restricts Movement: Less than 25% of the time
- Emotional control under stress: Less than 25% of the time
- Frequent interruptions: Less than 25% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was 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

Approved: 7/18/01

Revised: 10/20/2021

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1592
DBM:	E	Travel Required:	Less than 25% of the time
IPEDS/SOC CODE:	11-3071	Employment Status:	Full-Time
Salary Range:	300	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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