

DIRECTOR OF BUILDING SERVICES

GENERAL STATEMENT:

Manages building operations for all campuses. Supervises and coordinates all Building Services Technicians and Campus Building Services Managers.

REPORTS TO:

Associate Vice President of Facilities Management

OCCUPATIONAL GROUP:

Professional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED required, Bachelor's Degree in relevant field of study preferred.

LICENSE OR CERTIFICATION:

Valid Texas Driver license without restrictions which could prevent employee from performing duties and responsibilities. Lift Truck Training and Certification, or acquisition thereof within first 60 days of employment.

EXPERIENCE:

Five (5) years experience in the area of physical plant maintenance and operations including three (3) years personnel supervisory experience required. Previous budget management experience preferred. Prior experience with an educational institution preferred.

OTHER:

Ability to motivate, manage and work closely as a team with direct reports through the use of effective leadership, communication and interpersonal skills. Ability to work and effectively communicate with all levels of college and vendor personnel. Ability to work in a team environment with a focus on customer service and safety, and willingness to proactively assist co-workers, students, faculty and staff. Ability to organize and prioritize multiple assignments in multiple locations. Ability to apply time management skills with a focus on productivity. Ability to adapt to change in work direction and priorities easily, quickly and with a positive attitude. Current technical knowledge of physical plant operating equipment and systems. Basic computer skills and Microsoft Office proficient. Working knowledge of energy management systems, work order systems, preventative maintenance systems, and environmental health and safety matters. Ability to compile and analyze data reports from employed systems. Ability to work independently and with minimum supervision. Ability to make sound judgments.

DUTIES AND RESPONSIBILITIES:

- Plan, supervise and coordinate service, repair and renovation assignments performed by direct reports and contracted service vendors and suppliers.
- Assists Associate Vice President of Facilities Management with oversight of outsourced custodial and grounds service providers on the Athens and Kaufman campuses.
- Develop, maintain and communicate procedures and checklists for all areas of responsibility.
- Monitor and follow up on work requests to assure timely completion and satisfactory performance by staff members.
- Support provosts as needed with building operations on Terrell and Palestine campuses.
- Inspect buildings and equipment that requires periodic recertification in a timely manner.
- Secure operational vendors and supervise selection, pricing and purchasing of equipment and supplies for Athens and Kaufman campuses as needed to support building operations within TVCC procurement policy and procedure.
- Develop, recommend and provide general oversight of facilities budgets in areas of responsibility.
- Supervisory duties include recommendations of the employment, assignment, and dismissal of personnel in areas of responsibility.
- On call seven (7) days a week and twenty-four (24) hours a day.
- Serve as back-up for staff members as needed.

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- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Ability to lift, push, or pull seventy (70) pounds and carry this weight up stairs and for a distance of up to 100 feet.
- Ability to climb ladders and stairs, bend, stoop, or work in high places (e.g., rooftops and lift buckets)
- Ability to work outdoors in inclement weather.
- Ability to travel between campuses and to other local destinations as needed.
- Ability to effectively operate heavy machinery and power tools.
- May be required to work outside of regular hours including weekends and holidays.

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: 07/08/2015

Revised: 09/19/2017

JD512