



Trinity Valley Community College

Job Description

Director Of Building Services

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:

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

SUPERVISES:

Building services department

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High school diploma or GED

PREFERRED:

Associates Degree in relevant field of study

EXPERIENCE REQUIRED:

Five (5) years' experience in the area of physical plant maintenance and operations including three (3) years personnel supervisory experience, Current technical knowledge of physical plant operating equipment and systems, and experience with energy management systems, work order systems, preventative maintenance systems, and environmental health and safety matters.

PREFERRED:

Experience with an educational institution.

OTHER LICENSES OR CERTIFICATIONS:

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. Any facility related state licensing preferred.

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:

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



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- 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.
- Manage the installation and/or repairs of facilities.
- Conduct periodic field inspections to ensure operating efficiency and compliance, and to identify and report any safety hazards.
- Provide input on contractual support activities (capital projects) related to building refurbishment, small to medium sized capital projects.
- 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 building services employees with building operations on satellite campuses, as needed.
- 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 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.
- Serve as back-up for staff members as needed.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

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.
- 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:

- | | |
|-------------------------------------|---------------------|
| • Standard office equipment | • Shoulder Harness |
| • Personal computer and peripherals | • Safety Equipment |
| • Calculator | • Fire Extinguisher |
| • Multi-line phone system | • Cellular Phone |
| • Copier | • Ladder |
| • Seat Belts | • Small hand Tools |

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- Hand Saws
- Power Tools
- Torque Wrench
- Drills
- Drill Press
- Grinder
- Air Impact Tools
- Welding Torch
- Jacks
- Lift Equipment
- Automotive Diagnostic Equipment
- Automotive body repair tools
- Air sprayer
- Video Monitoring Equipment
- Instructional Equipment
- Fax machine

PHYSICAL DEMANDS:

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

MENTAL DEMANDS:

- Hazardous Physical Conditions: Less than 25% of the time
- Atmospheric Conditions: Less than 25% of the time
- Hazardous Materials: Less than 25% of the time
- Extreme Temperatures: Less than 25% of the time
- Inadequate lighting: Less than 25% of the time
- Work Space Restricts: Less than 25% of the time
- Intense Noise: Less than 25% of the time
- Environmental: 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:

- On call seven (7) days a week and twenty-four (24) hours a day

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: 10/11/2021

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1512
DBM:	D	Travel Required:	Less than 25% of the time
IPDEDS CODE:	11-1021	Employment Status:	Full-Time
Salary Range:	260	Length:	12 Months
FUND:	200	TRS POS. CODE	TRS 03

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