

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Facilities Director	FLSA status:	Exempt
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DEPARTMENT:	Maintenance	REPORTS TO:	Vice President of Fiscal Services
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Position summary: Under indirect supervision, this position is responsible for the facilities maintenance of the institution. This position reports directly to the Vice President of Fiscal Services, keeping him/her abreast of all planning, organizing, staff and development of Panola College's physical plant.

Position responsibilities:

- Supervise the maintenance staff as well as part time and/or work-study employees.
- Ensure that high standards of personal and group safety are developed, met, and maintained at all locations owned or leased by Panola College.
- Assign all work orders to maintenance staff to insure timely repairs to employee and facility needs.
- Oversee and direct all contract labor in relation to maintenance, grounds, and housekeeping.
- Assist in the coordination of internal safety inspections of College facilities conducted by the President and/or other members of administration.
- Document and maintain proper documentation on all safety issues.
- Maintain current written policies for ensuring the safe operations of facilities and equipment owned or leased by the College.
- Provide adequate safety training to current and new employees including annual fire safety training.
- Ensure that all College facilities, equipment and grounds are maintained in accordance with relevant Federal, State, and/or local regulations and standards within the fiscal considerations of the College.
- Develop, implement, and review regularly, site-specific maintenance logs, for all applicable facilities and equipment.
- Conducts periodic maintenance inspections of facilities and equipment.
- Provide summaries of maintenance and operations recommendations to the relevant members of administration to support the efficient use of College facilities and equipment.
- Evaluate long-term needs in relation to major projects and property/equipment improvements and develop a five-year plan outlining the plan in cooperation with relevant consultants and College personnel.
- Develop, coordinate, arrange, supervise, and/or provide for the completion of corrective and preventive maintenance in accordance with College operating policies, procedures, practices, and financial considerations.
- Assist in the establishment of specifications for major equipment bids and make recommendations for purchases when replacement or new equipment is required.
- Maintain adequate inventories of replacement parts and equipment to prevent avoidable extended interruptions of College operations without carrying excess inventories.
- Participate in the development of policies and procedures related to maintenance, operations, and safety for the total College complex with special emphasis on energy conservation.
- Participate in annual budget preparation as it relates to safety and maintenance of facilities, grounds and equipment.
- Serves as a member of relevant College committees as assigned.
- Evaluates employees under his/her supervision annually to ensure that the goals and objectives for the College are being met as related to those functions under his/her supervision.
- Travel and work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

Minimum Position Requirements:

- High school diploma, GED or trade school diploma with a minimum of five years experience in plant and equipment operations including electrical, air conditioning, plumbing, and other mechanical fields required.
- Must have a current driver's license.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Must have knowledge of methods and techniques used in electrical, mechanical, and building maintenance.
- Knowledge of electrical and building codes.
- Physical strength and agility must be sufficient to permit employee to repeatedly lift objects weighing a minimum of fifty pounds. Pursuant to ADA guidelines, reasonable accommodations will be made where applicable.
- Skills in cost estimating for purchasing and maintaining facilities and equipment.
- A strong public service orientation to work well with faculty, staff, and students.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Computer skills.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed on a typical college campus.
- Interior and exterior work required.
- Physical effort required with the employee occasionally lifting and/or moving up to a minimum of 50 pounds.
- Possible exposure to physical risk.
- Some travel required.