

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Director of Facilities & Procurement	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Maintenance	<b>REPORTS TO:</b>	Vice President of Fiscal Services
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**Position summary:** Under indirect supervision, this position is responsible for the facilities maintenance and procurement procedures 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, vending, and housekeeping.
- Assist in the coordination of internal safety inspections of College facilities conducted by the President and/or other members of administration.
- Maintain current written policies for ensuring the safe operations of facilities and equipment owned or leased by the College.
- 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 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.
- Reviews and processes contractual arrangements and procurement proposals for a wide range of products and services, in compliance with the institution's purchasing procedures, the Texas Procurement Code, and end user requirements.
- Prepares incoming contract bids and proposals, including all supporting documentation, for evaluation and justification.
- Evaluates and/or monitors contractor performance to determine level of compliance with established contractual obligations, and prepares reports as appropriate.
- Analyzes vendor proposals, financial reports, and other data to assess the appropriateness of vendor price quotations; reviews and interprets contract provisions to assess opportunities for cost efficiencies and reductions where feasible.
- Assesses ongoing contracted product and/or service value and reliability relative to cost; plans, organizes, and coordinates acquisition alternatives as appropriate to relative cost/benefit considerations.
- Serves as a primary resource for users on procurement administrative, procedural, and documentation issues; participates in the preparation and delivery of user training programs and materials and in the development of web-based reference and support applications and documents.
- Develops and prepares various operational and management reports using a variety of reporting tools; develops analyses and projections, draws conclusions, and makes recommendations to management.
- Serves as a resource to the Institution for contract administration support, training, problem resolution, and documentation.
- Develops and maintains vendor files and databases, as well as product information files.
- 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:**

- Bachelor's degree in Engineering, Facilities Operation/Management or a related field required with a minimum of five years experience in plant and equipment operations including electrical, air conditioning, plumbing, and other mechanical fields required. Degree requirement may be waived if applicant has progressively responsible experience with equivalent level of experience, knowledge, skills and abilities.
- Possession of a valid Texas driver's license is a requirement for this job.

**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.
- Required to be on call.
- Some travel required.