State College of Florida  
Job Description

Job Title: Manager, Facilities Operations
Reports to: AVP Facilities Management

FLSA Status: Exempt
Level: 214
Position Class:

Job Summary:
Provides supervision and coordination for the Operations and Maintenance functions of the Facilities Planning & Maintenance Department. Plans, organizes, controls and directs the activities associated with maintaining and repairing physical structures of buildings, site utilities, and HVAC and boiler equipment. Provides leadership in collection, analyzing and implementation of data to ensure best practices for energy efficient and effective equipment and use of equipment collegewide.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Plans, controls and coordinates the maintenance and repair of College buildings, grounds and associated equipment. Exercises direct supervision over professional, technical and administrative support personnel, within the Operations and Maintenance functions.

2. Develops and implements goals, objectives, rules and procedures relative to Operations and Maintenance within assigned functions. Assists in the development and implementation of department goals, objectives, procedures and systems.

3. Directs and oversees the development of the work plan related to Maintenance and Operations activities, projects and programs. Assigns work activities and monitors work flow to ensure that established schedules and deadlines are met. Reviews and evaluates work products, technologies, methods and best practices.

4. Ensures that the College’s energy efficiency is maintained to state and College standards. Utilizes software to plan and monitor the College’s optimized levels of efficiencies and as appropriate makes recommendations for improvement.
5. Coordinates maintenance efforts with the Planning Department, reviews construction and capital improvement plans and provides recommendations. Assists the department in determining work priorities.


7. Recommends the appointment of personnel. Provides or coordinates staff training, conducts performance evaluations and maintains discipline and the high standards necessary for the efficient and professional operation of the Operations and Maintenance functions.

8. Maintains current knowledge of the State requirements for educational facilities and trends and innovations related to functional areas. Attends and participates in professional group meetings and development activities.

9. May represent the department on risk management and safety issues related to maintenance activities. Oversees the division training and safety programs; insures compliance with the College’s safety rules and SREF requirements.

10. Provides leadership and works with staff to develop and retain highly competent customer service-oriented staff, through training, role modeling and day to day management practices that supports the College’s mission and values. Promotes a positive working relationship with co-workers, faculty, staff and students.

11. Represents the Department and College to outside agencies and organizations, such as AFC, AEE, COBA and ASHRAE and participates in outside community and professional groups and committees. Provides technical assistance as necessary to include workshops, for staff, college wide groups, or to systemwide groups related to professional development or best practices.

12. Directs maintenance of a variety of reports in SchoolDude on energy usage, history, budget and files related to assigned operations and activities, such as OSHA and ASHRAE requirements and reports.

13. Performs other duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** A Baccalaureate degree from a regionally accredited college or university and four years of relevant experience in facilities operations is required.
- Energy management systems experience. Experience with Automated Logic Controls, ALC preferred.
- Automated work request order system experience. Experience with School Dude: PM Direct and Maintenance Direct preferred.
- Knowledge of State requirements for educational facilities required.
- Experience with quality improvement processes, principles and practices of
administration, custodial practices and procedures required.

- **Supervisory Experience:**
  Three or more years of supervisory experience, including formal training in supervision is required for this position.

- **Language Ability:**
  Ability to read, analyzes, and interprets blue prints, schematic drawings, plans, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions, rules, regulations and procedures, furnished in written, oral, diagram, chart or schedule form. Ability to analyze situations accurately and adopt an effective course of actions.

- **Computer Skills:**
  To perform this job successfully, an individual must have basic knowledge of word processing, spreadsheet and internet software and intermediate knowledge of Automatic Logic Energy Management System software. Within three months of hire, must be able to use College e-mail and other College required software. (this is a job function not a required skill)

- **Certificates and Licenses:**
  Current Florida Driver’s License
  EPA 608 Universal Certification
  Certified Energy Manager (CEM) certification preferred

**Responsibility for People and Property:**

This position supervises ten or more employees and SCF buildings on all three campuses (Bradenton, Venice, Lakewood Ranch).

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has routine contact with staff and all levels of SCF administration and staff.

- **External Contacts:**
  This position has routine contact with vendors and contractors and frequent contact with government agencies and utilities.
**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; work in high, precarious places; outdoor weather conditions and risk of electrical shock. The employee is occasionally exposed to wet or humid conditions (non-weather); fumes or airborne particles; toxic or caustic chemicals; extreme heat (non-weather) and vibration.

The noise level in the work environment is usually loud.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, use manual dexterity, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida employee is expected to know the College’s mission and goals.

2. **Customer Service:** All SCF employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. **Safety Awareness:** State College of Florida employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. **Attendance Standards:** State College of Florida employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. **Training:** State College of Florida employees are expected to attend College-provided training sessions and meetings when deemed necessary.
7. Continuous Improvement: State College of Florida employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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