

Position Announcement

Assistant Director of Facilities and Plant Operations

The Assistant Director of Facilities and Plant Operations reports to the Director of Facilities and Plant Operations and is responsible to the Director for the day-to-day operation, maintenance, and upkeep of the college's facilities and grounds for both the Brunswick and Camden campuses. The Assistant Director assists with planning and coordinates the maintenance of campus buildings, grounds, utilities, and physical plant infrastructure. The Assistant Director's responsibilities include direct oversight of supervisory staff and non-supervisory staff making repairs to and providing preventive maintenance for existing buildings and equipment. The Assistant Director monitors major and minor renovations to existing facilities, acting as an in-house resource for the Director in the planning and coordination of new construction, as well as acting as the Department's liaison and inspector for construction and renovation projects. The Assistant Director is responsible to the Director for all facets of the daily operations of Environmental Services, Landscape Services, Set-up and Support Services, and Skilled Trades work on campus.

RESPONSIBILITIES

1. Responsible to the Director for building and equipment maintenance, environmental services (custodial), landscape and grounds functions, and event services, assuring that all work is performed in a safe, timely, and effective manner with quality results.
2. Responsible to the Director for the coordination and documentation of the acquisition of materials and services for the Plant Operations Department, assuring accountability for expenditures and compliance with business office procedures and the rules and regulations of the Department of Administrative Services.
3. Serves as the Environmental Health and Safety Officer for the institution assuring compliance with federal and state requirements.
4. Assists the Director in developing a detailed annual Major Repair and Renovation (MRR) funding request.
5. Assists the Director in the completion of MRR Projects in a timely manner; coordinates with the Director and appropriate professionals including architects, engineers, contractors, and staff of the college to minimize risk to the college and to minimize disruption to mission-critical activities due to construction and renovation; assists in making progress reports to college administrators and to the Board of Regents.
6. Supervises and facilitates the coordination of internal and external campus setups ranging from major events such as graduation to routine events such as campus meetings and workshops; schedules appropriate workforce to accommodate all facility use events in a timely manner.
7. Assists the Director and the Campus Police Chief to enhance campus safety; life safety, and ADA regulations; participates in self-audits such as EPA self-audits; maintains hurricane preparation supplies and assists in organizing campus disaster preparation efforts.
8. Oversees the scheduling of and the maintenance of all heating, ventilation, air conditioning, plumbing, and electrical systems for the campuses; establishes workflow schedule to insure proper maintenance of campus buildings, equipment, and grounds; maintains a campus Maintenance Plan document.
9. Assists the Director in monitoring the use of utilities (electricity, gas, water, and sewer); insures use of conservation procedures and installation of more efficient equipment when economically feasible.
10. Responsible to the Director for maintenance, and scheduling of vehicles available for faculty and staff business use; maintains required expense records and reports them to the State purchasing authorities as required in the Maximo automated database.
11. Assists the Director in supporting the academic mission of the college by coordinating the renovation of instructional space to accommodate new teaching methodologies; provides support services to off-campus instructional sites.
12. Supervises, coaches, and evaluates staff using proven and effective management techniques and within the guidelines of college policies and procedures; provides training and development opportunities for subordinates when appropriate; directly and indirectly manages and supervises department personnel in each unit.
13. Responsible for maintaining accurate campus facilities data in the University System of Georgia Master Facilities Inventory, which is updated annually.
14. Responsible for maintaining accurate facility information in the building, land, and leases inventory of property (BLLIP) database.
15. Assists the Director in generating standing reports to the Board of Regents Facilities Office and in responding to impromptu and many times urgent, information requests, reports, and action initiatives from the Board of Regents such as the Sustainable Energy Management Initiative, The Facilities Peer Evaluation Initiative, and EPA Audits.
16. Assumes related responsibilities and performs other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in an engineering, architectural, facilities management, or construction discipline and/or an equivalent combination of education, training and experience.
- Significant related experience in any combination of general construction, electrical maintenance, and/or mechanical maintenance and a minimum of five years' supervisory experience, preferably in a college setting.
- Through knowledge of building systems maintenance, to include mechanical, electrical, plumbing, and structural systems.
- Knowledge of applicable building codes.
- Knowledge of environmental health and safety regulations.
- Knowledge of computerized energy management systems and the ability to implement computerized preventive maintenance programs.
- Excellent human relations and communications skills with the ability and desire to be customer-oriented when providing services.
- A commitment to providing services in accordance with the stated mission of the college.
- Knowledge of and a commitment to the use of quality improvement processes.

CCGA is a newly designated state college in the 35-member University System of Georgia. Located on the Georgia Coast, the College has campuses in Brunswick and Kingsland, Georgia. Presently, the College employs over 200 faculty and staff and serves over 3,000 students in baccalaureate and pre-baccalaureate programs. The College also provides lifelong learning programs, participates in economic development within the College service area and has strong partnerships with K-12 schools. The College is located in a vibrant coastal region with historic communities and lovely beaches combined with strong economic and civic bases. The College Foundation receives approximately \$1 million annually in gift support and envisions a \$3 million campaign for private capital support to match an already committed \$45 million in state funded capital improvements over the next few years. The College expects to become a destination campus for thousands of students in the coming decade. Visit the College website at www.ccgga.edu

Review of application is February 12, 2010. Applicants should submit a cover letter and résumé, to jobs@ccga.edu or to the address below.

Ms. Kathleen Morris
Director of Human Resources
College of Coastal Georgia
3700 Altama Ave.
Brunswick, GA 31520

CCGA is An Affirmative Action/Equal Opportunity/Equal Access Institution.

All finalists are subject to a background investigation.

Persons with a disability who need accommodation in the application or interview process should notify the College's Human Resources Office. As a condition of employment individuals will be required to provide proof of identity and eligibility for employment in the United States. In addition, employment in a regular position is contingent upon successfully passing a criminal background check. NOTE: If you wish to apply for more than one advertised position, you must apply separately for each position.