



Job Description

Job Title: Assistant Director - Facilities Management

JTC: CCR

Salary Range: N07

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Provides assistance to achieve the organizations administrative, academic, student support and/or community relations goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for providing guidance and leadership in planning the day-to-day activities of assigned organization. Collaborates with stakeholders to implement/improve processes and procedures in order to meet the mission and goals of the institution or organization. Additional work will vary according to the assigned department.

Must have strong interpersonal, organizational, time management and problem-solving skills as well as the ability to prioritize, plan and lead projects as assigned. Identifies problems and determines the best solution, working to resolve the issue(s).

Able to develop strong working relationships with team members, key stakeholders, internal and external constituents from diverse backgrounds in order to meet business needs. Provides guidance and support to employees to improve the value of the organization and create a positive work environment.

Ability to adapt to changes in work environment, work priorities, organizational and/or customer needs. Plans, organizes and schedules staff and tasks effectively to achieve objectives. Adheres to institutional and/or the organization's policies and procedures.

Uses multiple methods to communicate information and chooses method that is appropriate to the audience. Maintains confidentiality and high ethical standards. Must have excellent customer service skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Incumbents are at times subjected to hazards such as the dangers associated with the use of basic hand and power tools and testing equipment. This position occasionally works outside and is subject to all weather conditions.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus three (3) to five (5) years of related experience. Official transcripts are required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for directing the efficient and safe maintenance of property facilities; to ensure proper maintenance and repair of the building amenities, utilities and related equipment, including HVAC, refrigeration, plumbing, electricity, natural gas systems, and electronic items, such as observation cameras and oversees and administers all maintenance contracts. Demonstrated experience in large scale facilities maintenance operations, including management of projects, staffing, facilities administration, operations and budget oversight.

Leads special projects developing specific plans, timeline, budget, and implements the project successfully to ensure the desired results are achieved and all safety guidelines are followed. Working knowledge of various government statutes including but not limited to the Clean Air Act, Clean Water Act, Hazardous Disposal statutes, ADA, underground storage tanks and OSHA; experience in natural gas regulation, building and fire codes and working with contractors and labor laws.

Maintains a strong working relationship working with contractors, vendors, staff, administrators, and faculty. Requires critical thinking to approach problems in a way that most efficiently and effectively accomplishes the desired outcome and to ensure a safe campus. Plays a key role in budget responsibilities and must possess a strong knowledge of purchasing policies and procedures.

Responsible for short- and long-range planning of facility and equipment maintenance needs, oversight of maintenance, repairs, and renovation contracts. Establish priorities, formulate and interpret management policies provide leadership to staff to improve services and meet ongoing environmental and institutional needs.

Strong communication skills to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques, working in an environment with a diverse student population, faculty, staff, and administrators. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Supervise approximately 2 or more assigned staff and monitors the budget.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description.