

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## Director of Facilities

### POSITION OVERVIEW

The Director of Facilities will provide complete facilities support to the Academy campus. Reporting directly to the Vice President of Finance and Administration, the Director of Facilities coordinates the delivery of essential facility maintenance and custodial services, ensuring compliance with health, life safety, and building codes, recommending priorities for needed repairs and renovations, and directs the development of contingency plans for extraordinary grounds and maintenance efforts under emergency conditions. The Director assists in the preparation of the annual state appropriations request for maintenance and repair of existing campus buildings and facilities. The Director will have primary responsibility for construction management, facilities maintenance and repair, outsourced facilities vendor management, oversight of architecture, engineering, and construction service providers, utilities distribution, facilities planning, custodial, landscape and other maintenance services. Responsible for the daily supervision of assigned direct reports and the oversight and management of all facilities personnel. This position is classified as a “Confidential” exempt staff position.

### ESSENTIAL FUNCTIONS

- Plan, coordinate, and supervise the administrative, functional and technical activities of the Academy’s facilities operations; setting employee performance goals and complete employee performance appraisals; direct work; and train staff in operations, policies, and procedures.
- Responsible for the annual budget preparation and fiscal management of campus facilities.
- Provides advice on energy management and reduction.
- Maintains Facilities Management records, monitors feedback and identifies service improvement opportunities.
- Familiarity with applicable laws, ordinances and codes related to the operation and safety of facilities; assures mandatory inspections and repairs of fire safety/suppression systems and other such systems are completed, as required.
- Prepares and maintains campus space inventory lists.
- Manages Environmental Health and Safety Manager. Develops and maintains ongoing facilities safety program in compliance with OSHA, EPA and ADA.
- Schedules preventive and routine maintenance programs in accordance with generally accepted standards.
- Organize, prioritize, and assign work; prioritizes and schedules work activities in order to meet established objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to the Vice President.
- Manage outsourced facilities vendors, contractors and consultants. Ensure Academy's service providers comply with all contractual obligations and performance expectations, while maintaining the best interests of the Academy.

- Responsible for oversight and management of Academy maintenance resources, ensuring appropriate preventive and remedial maintenance plans/records for Academy facilities/property, and a fully functional maintenance work order system.
- Ensure adherence to federal, state, and local regulations regarding buildings, grounds, utilities, access and hazardous materials in collaboration with the Office of Environmental Health and Safety.
- Plan for capital construction (if applicable) and recommend major facilities renovation and construction projects to provide adequate facilities to support the mission of the institution.
- Participate in capital project planning and design review efforts for major campus construction and renovation projects.
- Provide leadership and oversight of institutional effectiveness efforts in the operation of the physical facilities including the use of evaluation results and linking results to planning.
- Support sustainability efforts through best practices, innovation and environmental stewardship.
- Evaluate the condition of infrastructure systems; manage the development of prioritized capital equipment replacement programs, operational plans for system replacements, and the execution of planned life cycle equipment replacements.
- Plan resource needs for proposed expansions and/or repurposing of existing facilities
- Maintain continuous lines of communication, keeping the Vice President informed of all critical issues.
- Develop policies and procedures for assigned areas of responsibility, establishing priorities for scheduled mechanical and electrical services within the area of responsibility, administering preventive maintenance programs for facilities, inspecting facilities to determine repair or replacement needs, and supervising the performance of emergency and routine maintenance on campus facilities within the area of responsibility.
- Maintain a safe campus environment by ensuring all Fire Protection Systems such as fire panels, smoke/heat detectors, sprinkler systems, and pumps are maintained in accordance with the applicable National Fire Prevention Association (NFPA) regulatory requirements and industry standards and ensures all emergency generators/power systems, rigging systems, and elevators are properly maintained in accordance with industry standards and are operational at all times.
- Works with Purchasing as appropriate in developing bid specifications and contract documents for contract work to be performed, obtaining, reviewing, and analyzing estimates from reputable vendors, and preparing the bid tabulation sheets and associated paperwork to support the request.
- Develops a technically qualified staff by hiring qualified applicants, training employees to standards, and supervising and evaluating the performance of assigned personnel.
- Focuses on customer needs and customer satisfaction, projects a positive customer service environment to both internal and external customers, and promotes and encourages an attitude of exemplary customer service and high integrity to all of the staff within Facilities.
- Ensures the success of Facilities by coordinating the development of goals and objectives that are consistent with and supportive of the institutional mission
- Evaluates the condition of all campus buildings and facilities by using audits of the facilities to document their current condition and compliance with health, life safety, and building codes, advises senior administration of the status of existing campus facilities regarding life safety requirements, makes recommendations for corrective action of

unsafe conditions in the physical plant, and includes problems and recommendations for corrective action in long-range plans.

- Ensures the success of capital projects and physical improvements from the installation and commissioning of engineered systems and preparation for occupancy continuing throughout the life of the facilities; on an ongoing basis to develop solutions to facility-related problems.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in relevant field.
- Ten years of previous experience in large facilities management or related field.
- In depth knowledge of construction and site planning.
- Demonstrated motivational leadership of staff.
- Excellent oral, written and interpersonal communication skills.
- 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 data, documents, and diagrams for decision-making and/or recommendations.
- Working knowledge of engineering management, engineering systems, budgeting, construction, acquisition diligence, facility operation, and vendor management is also mandatory.
- Demonstrated knowledge of sustainability initiatives and programs for building environments.
- Previous experience leading crews of maintenance workers or workers in a related facilities area.
- Knowledge of federal, state, and local regulations regarding buildings, grounds, utilities, access and hazardous materials.
- Previous experience in campus facilities planning.

### **PREFERRED QUALIFICATIONS**

- Master's degree in Management, Business Administration, Technology and Construction Management, Architecture or Engineering or related field.
- Fifteen (15) years management experience in a union environment.
- Ten (10) years' experience campus facilities senior management.

### **POSITION REQUISITES**

- Criminal Background check required.
- Incumbent is required to live on campus in campus housing.
- Position requires non-standard work hours (nights and weekends).
- Tobacco-Free Campus

### **PHYSICAL REQUIREMENTS**

Position may require local travel. Required to work non-standard work hours. Ability to lift and carry files and materials. Ability to move from one office to another office on campus. Adequate vision, hearing and manual dexterity to interact with people in person, on the phone and in writing. Must be able to perform the essential functions of the job, with or without reasonable accommodations.