



## JOB DESCRIPTION

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**POSITION TITLE:** Assistant Director of Facilities (Bessemer Campus)

**DEPARTMENT:** Administrative

**FLSA:** Exempt

**REPORT TO:** Director of Facilities, Planning and Management

**POSITION SUMMARY:** To assist the Director of Facilities in coordinating and implementing the day to day operations, planning and management of the College's physical buildings, to include maintenance, grounds and custodial services and any other activities associated with the maintenance of all facilities, specifically for the Bessemer Campus.

### **ESSENTIAL JOB FUNCTIONS:**

1. To supervise and provide the oversight of all facility alterations, building improvements, special building projects and new constructions projects primarily for the Bessemer Campus.
2. To supervise grounds, maintenance, custodial and HVAC staffs for the Bessemer Campus.
3. Coordinate all facility requests for special events on the Bessemer Campus
4. To assist the Director of Facilities with planning and coordinating the Campus Master Plan.
5. To coordinate with appropriate staff ensuring building comfort and security on the Bessemer Campus.
6. To coordinate and supervise outside contractors on construction projects on the Bessemer Campus.
7. Monitor budgets for the Bessemer Facilities Department.
8. Coordinate the campus transportation and fleet services staff and equipment on the Bessemer Campus.
9. To assist the Vice President of Administration and Student Services and the Director of Facilities with construction bids and serve as liaison for pay requests.
10. To supervise HVAC services and to approve all HVAC contractual services on the Bessemer Campus
11. To supervise the Shipping and Receiving Department on the Bessemer Campus
12. Supports and implements the mission of the college
13. Serves as member of committees as assigned.
14. To serve on the President's Expanded Cabinet.
15. To perform other job related duties as assigned by the appropriate administrative head(s).