Lawson State
COMMUNITY COLLEGE

JOB DESCRIPTION

POSITION TITLE:	**DIRECTOR OF FACILITIES PLANNING AND MANAGEMENT**
DEPARTMENT:	Administrative
FLSA:	Exempt
REPORT TO:	Vice President of Administrative and Student Services
POSITION SUMMARY:	To coordinate and implement the day to day operations of the College's physical buildings, maintenance, grounds, etc. and other departments associated with the maintenance of all facilities.

ESSENTIAL JOB FUNCTIONS:

1. To supervise and provide oversight of all facility alterations, building improvements and special building and new constructions projects.
2. To supervise police and security, grounds, maintenance, custodial and HVAC staffs campus wide.
3. Coordinate all facility requests for special events.
4. To assist the President and Vice President of Administrative Service with planning and coordinating the Campus Master Plan.
5. To coordinate with appropriate staff ensuring building comfort and security.
6. To coordinate and supervise outside contractors on construction projects.
7. To assist the Vice President of Administration and Student Services with construction bids and serve as liaison for pay requests.
8. To supervise HVAC services and to approve all HVAC contractual services.
9. To serve as a member of the President's Extended Cabinet to provide input into the effective management of the college in general and to support the college's mission.
10. To perform other job related duties as assigned by the appropriate administrative head(s).