

# COLORADO NORTHWESTERN COMMUNITY COLLEGE

## JOB DESCRIPTION

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**POSITION TITLE:** Director of Facilities

**DEPARTMENT:** Business Department

**REPORTS TO:** Vice President of Business and Administration

**SUPERVISES:** Rangely Campus Maintenance Manager, Craig Campus Maintenance Crew, Craig Campus Custodial, Rangely Campus Custodial, Part-time Grounds and Work-Study Students.

**FLSA:** Exempt   X   Non-Exempt       

**DOCUMENT STATUS:** New/Date:        Revision #   2   Date: 08/25/2021

**TRAVEL:** Weekly travel is required

**SICK LEAVE:** 10 hours     **ANNUAL LEAVE:** 15 hours

**COLLEGE-WIDE**   X   **CAMPUS:**   X   **RANGELY**    **CRAIG**

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### **ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:**

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

### **GENERAL SUMMARY:**

The Facilities Director's main function and responsibility is to provide college-wide management and oversight of all college facilities, which are located mainly in Rangely and Craig. This position supervises maintenance, grounds, and custodians on both the Rangely and Craig Campuses. The position also manages the State of Colorado fleet program utilized by CNCC. However, the Facilities Director is required to provide hands on assistance in the completion of work orders and projects as necessary.

### **PRIMARY DUTIES:**

- Responsible for the day-to-day operation and management of the institution's facilities, grounds, and various properties.
- Responsible for long and short-term planning of CNCC facilities. This includes periodic review of departmental space utilization, reassignment of spaces, renovation, remodeling as necessary, and ensuring that all Facilities Master Plans are continually updated as needed.
- Oversee the proper maintenance of all building's mechanical, electrical, and control systems. This includes developing schedules for periodic maintenance and ensuring the cost effectiveness and efficiency of facilities operations, including maintenance and repair versus replacement decisions

- Provide project management for emergency maintenance and controlled maintenance projects college-wide ensuring that proper forms are submitted to the Office of the State Architect and that all rules and regulations are followed.
- Direct capital construction project. Work with other interested parties during conception of projects. Initiate and execute feasibility studies, cost estimates and formulate budget and application documents. Develop personal contacts with other agencies in order to better facilitate the application and execution of projects. Keep a current understanding of State processes which are pertinent to such projects. When funded, direct the project through completion. Insure that all phases of capital construction are completed in accordance with current rules, regulations, laws and codes.
- Implement and direct the preventative maintenance program and prepare all documentation for state controlled maintenance.
- Manage the CNCC work order process.
- Oversee the ordering of supplies and vendor negotiations to ensure repairs are made in a timely fashion.
- Manage the State of Colorado fleet program. Monitor use schedule of vehicles and schedule maintenance on all fleet and college owned vehicles including trailers.
- Manage on-call list so that issues occurring outside of business hours can be addressed if they arise.
- Serve as the Assistant Airport Manager and work with the Rangely Airport Manager in order to maintain compliance with all FAA regulations including, but not limited to, providing snow plowing, mowing, building maintenance etc.
- Maintain current knowledge in the fields of facilities management, maintenance, security, safety and establish, implement, and update departmental policies and procedures as necessary to ensure compliance with Institute policies and procedures, applicable building and safety codes, OSHA, and federal, state, or local laws and regulations.
- Ensure that all facilities staff are properly trained on safety matters, scenario planning and how to operate equipment and machinery properly.
- Develop an annual budget and subsequent forecasts on a periodic basis for all facilities related costs. Will also be responsible for developing specific project budgets for construction projects, remodels, furniture acquisitions, and related
- Ensure compliance with all applicable policies and procedures, building and safety codes, OSHA regulations, and regulations regarding hazardous materials.
- Maintain and continuously improve all Facilities processes to ensure customer satisfaction and the highest level of efficiency possible.
- Perform other duties as assigned by the VP of Business and Administration and/or the President

**MINIMUM/ESSENTIAL QUALIFICATIONS:**

*This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:*

**1. Education and Training:**

Bachelor's degree in Project Management, Construction Management, Facilities Management or related field. A combination of education and 10+ years' experience in the field will also be considered.

**2. Prior Related Experience:**

Two (2) years of experience in a construction, project management, or facilities management career.

Two (2) years of previous supervisory experience is required.

**3. Licensure/Certification:**

Valid Colorado Driver License is required

**4. Equipment Skills:**

Ability to operate and maintain various types of equipment, such as (but not limited to):

-Mower

-Snow plow

Computer skills - Specifically use of the Microsoft Office Suite

**5. Other Qualifications:**

Excellent oral and written communication skills

Sound business judgment, tact and diplomacy

Ability to interact with personnel at all levels of the college

**PREFERRED QUALIFICATIONS:**

**1. Education and Training:**

Master's degree in Project Management, Construction Management, Facilities Management or related field

**2. Other Qualifications:**

Budgeting and work experience in the higher education setting is highly preferred

HVAC

**3. Equipment Skills:**

Ability to operate the following:

-Backhoe

**APPLICATION INSTRUCTIONS:**

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

*Review of applications will begin immediately.*

**Colorado Northwestern Community College is an Equal Opportunity Employer**

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

## ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable  
 R = Rarely (less than ½ hour per day)  
 O = Occasionally (1/2 - 2.5 hours per day)  
 F = Frequently (2.5 - 5.5 hours per day)  
 C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing			X			
Walking					X	Meeting employees in other areas of the college
Ability to be Mobile					X	Ability to walk to various locations across campus and complete maintenance tasks as necessary
Crouching (bend at knees)			X			
Kneeling/Crawling			X			
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot			X			
Climbing			X			
Balancing			X			
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity					X	Data entry as well as ability to complete maintenance tasks requiring necessary tools
Pushing/Pulling						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.			X			
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			

21 - 35 lbs.			X		
36 - 50 lbs.			X		
51 - 75 lbs.			X		
76 - 100 lbs.			X		

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					X	Major portion of the position.
Talking on Telephone					X	Major portion of the position.
Hearing in Person					X	Major portion of the position.
Hearing on Telephone					X	Major portion of the position.
Vision for close work					X	Major portion of the position.
<b>Other Sensory Requirements</b>						
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Safety requirements (i.e. clothing, safety equipment required, activities performed)			X			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)			X			
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
<b>Other environmental requirements:</b>						

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_

