**Position Description**

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position: Facilities Operations &amp; Maintenance Manager</th>
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<tbody>
<tr>
<td>Supervisor: Director of Facilities Services &amp; Operations</td>
<td>Core Hours: 8:30 a.m. to 4:30 p.m.</td>
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<tr>
<td>Department: Facilities</td>
<td>Division: Administrative and Financial Services</td>
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<tr>
<td>FLSA Status: Exempt</td>
<td>FLSA Exemption: Administrative</td>
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<td>Date: 02/01/19</td>
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**Position Summary:**
Manage the overall maintenance operations of the College. Responsibilities include but are not limited to overseeing the Trades and Maintenance workers for all shifts. Additional responsibilities are to oversee the College’s energy management functions and oversee contractors performing on larger jobs that cover various maintenance and operations.

**Essential Job Functions:**
1. Coordinates various services within the Facilities Department to maximize efficiencies;
2. Reports potential or present problems with subordinate workers, buildings, students and staff to the Director;
3. Serves as a point of contact for facilities issues/concerns at all college functions or as needed, and serves as the Department Head in the Director’s absence;
4. Provides leadership to facilities field personnel in pursuit of the strategic plan and the overall mission of the College;
5. Directs, plans and schedules the daily operations of the Trades and Maintenance services of the Facilities Department;
6. Accurately manages time cards and leave requests for field personnel;
   a. Responds to time/attendance questions from field personnel according to approved College policy and/or practice;
7. Provides oversight to the Trades and Maintenance crews and coordinate projects;
   a. Proactively addresses issues that could delay projects if not addressed;
8. Provides direct supervision of all maintenance and trades personnel.
   a. Addresses performance issues timely and according to current Albright policy;
   b. Conducts objective probationary performance reviews on or before 90th day of employment, and conducts annual performance evaluations on all direct reports.
   c. Holds team meetings with staff on a regular basis to keep them informed on current projects and important College updates;
   d. Recognizes staff for good work and going above and beyond in their duties, and keeps Director informed of their good work.
9. Oversees and troubleshoots problem areas as required/needed in concert with Public Safety, Residential Life, Academic Affairs, and other related departments;
10. Monitors the Albright College energy management and building automation system;
11. Makes recommendations for improvements to the energy management function, in-line with strategic initiatives;
12. Negotiates with contractors and collects competitive bids on maintenance projects outside the scope of what can be accomplished in-house and discusses findings with the Director to determine appropriate course of action prior to authorizing work to be performed;
13. Coordinates with the Director prior to performing any and all purchases of tools, equipment, parts, or services;
14. Maintains records on all maintenance performed, both corrective and preventative, performed both in-house and by outside contractors;
15. Provides project management functions for various capital improvements;
16. Other related duties as required/assigned.

**Other Essential Job Functions:**

1. Maintains open communication channels to foster a harmonious working environment;
2. Daily communications with Director to include:
   a. Daily workload and assignments;
   b. Status of work being performed;
   c. Progress of capital projects;
   d. Any concerns with regard to workload, procurement, staffing, or any issue that would prevent the completion of a work order in a timely manner (less than one week).
3. Performs random inspections and assessments of assigned teams’ work;
4. Provides updates to the Service Response Coordinator (SRC) on the status of jobs in order for the SRC to perform customer service updates;
5. Maintains accurate and complete records in an organized and efficient manner;
6. Assists with special projects within the facilities department as needed;
7. Other duties that may be assigned.

**Physical Demands:**
The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; sit; climb or balance; stoop, kneel, occasionally crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

<table>
<thead>
<tr>
<th>OCCASIONALLY-0-35% OF TIME</th>
<th>FREQUENTLY-36-74% OF TIME</th>
<th>CONSTANTLY-75% OF TIME</th>
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<tbody>
<tr>
<td>Sit</td>
<td>Stand</td>
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<tr>
<td>Drive (work vehicles)</td>
<td>Walk</td>
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<tr>
<td>Reach</td>
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<td>Bend</td>
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<tr>
<td>Climb (stairs &amp; ladders)</td>
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<td>Crawl</td>
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<td>Squat</td>
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<tr>
<td>Lift/Carry/Push/Pull up to 100 lbs. (with assistance)</td>
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**Working Conditions:**

1. Works around heating/cooling units, in boiler and chiller rooms;
2. Works indoors and outdoors (subject to various weather conditions heat, cold, wind, rain, snow).
Qualifications/Prerequisites:

1. COMMUNICATION
   a. Ability to effectively communicate with various constituents of the College, faculty, staff, supervisors, management and co-workers using professional and understandable language skills verbally, in reading, written work and comprehension;
   b. Communication must be professional, consistent with College values, mission and culture;
   c. Must be able to read, speak, write, and fully communicate in English;
   d. Ability to effectively engage in public speaking, and present informative and understandable information in front of various groups as needed.

2. SKILLS
   a. Ability to read, analyze, and interpret directives and instructions;
   b. Working knowledge of Association of Physical Plant Administrators (APPA) standards, building automation controls, commercial HVAC systems, electrical distribution systems, OSHA regulations, plumbing, construction management, and project management. Ability to use power and hand tools;
   c. Ability to acquire working knowledge of College policies and procedures, and be able to effectively communicate their intent to subordinates;
      a. Clarifies questions or policy interpretation with Human Resources;
   d. Ability to perform simple and complex mathematical calculations;
   e. Ability to respond professionally to inquiries from faculty, staff, management, and vendors in a timely manner;
   f. Ability to work honestly and with integrity;
   g. Strong computer skills including MS Office applications (Word, Excel, Outlook), internet, e-mail, word processing, etc.;
   h. Advanced maintenance request database skills and experience, to be used within our computer maintenance management system;
   i. Ability to represent the department and College professionally.

3. EMPLOYMENT EXPERIENCE
   a. 5+ years’ of related facilities management experience;
   b. 5+ years' of supervisory experience;
   c. 2+ years’ of facilities maintenance database experience.
   d. 2+ years’ of experience working in Higher Education desirable.

4. EDUCATION
   • Bachelor's degree+ in related field required; or, equivalent combination of related work experience and education;
   • Current certifications in project management (CAPM, PMP, PgMP, etc.), LEED, APPA, IFMA, and up-to-date continuing education credits and on-going professional development highly desirable.

5. LICENSES
   • Valid driver’s license
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<tbody>
<tr>
<td><strong>Employee</strong></td>
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<tr>
<td><strong>Supervisor</strong></td>
<td><strong>Date</strong></td>
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<tr>
<td><strong>Vice President</strong></td>
<td><strong>Date</strong></td>
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<tr>
<td><strong>Director of Human Resources</strong></td>
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This job description is intended to describe the general nature and level of work performed by people assigned to this classification. It reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.