

# Job Description

Position Title: Campus Operations Director

Job Family: Facilities

Job Level: Director

FLSA Status: Exempt

Salary Grade: 10

## Position Summary:

The Director of Campus Operations provides direction and guidance for Campus Operations Managers, Central Plant operators and coordinates with the HVAC department. Performs coordination and oversight of complex and multi-campus facilities, including maintenance, repairs, renovations, and operations pertaining to physical facilities for the college. Supervises complex and multifaceted facility and plant maintenance, repair, renovation, and operations activities. Manages projects with both in-house and contracted resources, providing planning, scheduling, coordinating, and budgeting. Contributes to facilities organizational leadership regarding aspects of unit structure, methods, and finance. Represents college facilities in purchasing selection as well as interactions with outside organizations.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs and oversees the Operations department having District-wide responsibilities including construction, maintenance, repairs, and operations. Utilizes Project management skills including project planning, project budget development, project scheduling.
2. Oversees the operating budget for Operations to ensure funds are spent appropriately. Assists with managing the approved Capital Improvement budgets related to operations efforts.
3. Analyzes complex situations and provides solutions to College operations issues. Plans, analyzes, and evaluates department program services, operational needs, and fiscal constraints.
4. Responsible for managing operation units. Responds to facilities emergencies and deploys appropriate resources and resolves facilities operational problems.
5. Coordinates maintenance and operation activities between college sites; sets priorities and assigns resources.
6. Prioritizes and assigns work for other supervisors and managers of the Operations Department; supervises employees, conducts performance evaluations; ensures staff are trained; makes hiring, termination, and disciplinary recommendations.
7. Management oversight of numerous service contracts and blanket purchase order agreements with vendors and contractors. Maintains knowledge of and builds effective and positive working relationships with contractors, vendors, and outside agencies that affect the College and the Operations department.
8. Works with and uses the Facility Asset Management Information System (FAMIS) and various Enterprise Resource Planning (ERP) software to plan and organize work, to ensure accountability of Operational staff work hours, and to document the expenditure of college resources during work activities.

9. Examines construction documents to review proposed improvements and accept work performed. Develop, review, and maintain college standards working with both Facilities and Maintenance for input.
10. Participates in and/or reviews administrative and long-range planning meetings and other related functions to support the Operations Department and the College.
11. Works with managers, directors, and administrators to solve service order backlogs and scheduling issues. Resolve customer complaints.
12. Administers and implements operational and programmatic goals, board policies, administrative procedures, standard procedures and guidelines, and services. Establishes, monitors, evaluates, and improves processes, procedures and standards ensuring alignment with the College mission, values, goals, objectives, and initiatives.
13. Advises and/or responds to and collaborates with multiple college departments, including Chancellor's Office and Board of Governors, academic units, other organizations, and regulatory agencies.
14. Represent the Facilities Operations Department at various meetings and other forums in support of the College.
15. Maintains knowledge of college Operations required to manage department's assigned responsibilities effectively.
16. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices. Developing and implementing budgets, planning, analyzing, and evaluating facilities planning, construction, and operational needs
3. Knowledge and application of organizational and time management principles
4. Knowledge of project management principles, processes, and techniques
5. Skill in effective communication (both written and oral). Communicating technical and complex information.
6. Skill in people leadership and supervision
7. Skill in analyzing data and independent decision making
8. Skill in budget/resource management. Manage, develop, and implement department fiscal budgets
9. Skills in organization, coordination, and management
10. Skill in performing a variety of duties, often changing from one task to another of a different nature
11. Skill in project management principles, processes, and techniques
12. Skill in performing a variety of duties, often changing from one task to another of a different nature.
13. Ability to adapt and maintain professional composure in emergent and crisis situations
14. Ability to develop and maintain effective and positive working relationships
15. Ability to operate relevant equipment required to complete assigned responsibilities for the position

## Supervision:

- Supervises work of others including supervisors and managers, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Responsible for making decisions on hiring, training staff, and overseeing their productivity, participating in employee(s) performance evaluation, administering corrective action, and termination.

## Independence of Action:

- Results are defined: Employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction when problems require escalation.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building
- Institutional Infrastructure: Participates in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field required.
- Three (3) to Five (5) years of related experience required.
- Five years progressively responsible professional level experience related to the area of responsibility, including three years prior supervisory and management experience.
- Three (3) years of supervisory experience required.

OR

- An equivalent combination of certification, education, and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to frequently position self to perform duties, including traversing uneven surfaces and/or ascending/descending stairs and ladders; move, transport, and/or position objects of moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job including a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc. The ability to wear respirator.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required
- MVD Check/Current and Valid AZ Driver's License
- On-call responsiveness
- Works some evenings and weekends