



Director of Facilities

Department: Facilities

Reports To: Vice President of Finance & Operations

Job Status: Full-Time

Positions Supervised: Student Worker(s)

POSITION SUMMARY

The Director of Facilities is responsible for the management of all campus facilities on 22 acres of campus property. Develops, implements, and monitors policies and procedures to promote efficient and safe operation of facilities. Management of contract services, subcontractors, maintenance, repairs, and small renovations of buildings and grounds. Supervises student worker(s). Performs a variety of duties as needed related to the operation of the college and the physical plant.

ESSENTIAL FUNCTIONS

- Responsible for the operation of all campus buildings and grounds including development and oversight of policies and procedures
- Operates and maintains all buildings within the guidelines of DCC
- Works with energy systems to ensure operations are cost-effective and within budget
- Sets priorities including repairs, renovations, maintenance, testing, certifications and code compliance for all physical plant systems
- Participate in the timely response to all college facilities incidents and emergencies requiring on-call emergency response (24 hours/everyday)
- Managing scheduled maintenance tasks to ensure they do not impact the campus operations
- Initiating repairs which includes prioritizing scheduled assignments and workload planning
- Responsible for the supervision of contractors and vendors which includes development of contracts, drawings, specifications and other related documents as well as providing coordination of contractor services to ensure the project is completed efficiently and as specified
- Responsible for the management of approximately 22 acres of property to ensure appropriate grounds care and safe access to all campus locations. Responsibilities include:
 - Management of landscaping, tree, shrub, planting, and maintenance
 - Fertilization, chemical and insecticide application programs
 - Management and operation of irrigation systems and controls
 - Snow removal from parking areas and walkways
 - Parking lot, signage, curb, berm, catch basin maintenance and repair
 - Exterior Illumination
- Participate in hiring and the training of assigned student staff which includes:
 - Evaluation, interviewing, and making hiring recommendations
 - Annual evaluation of performance
 - Taking disciplinary action if necessary
- Responsible for inventory and records management, preventative maintenance, and repairs of all facilities tools and equipment including the vehicle pool.
- Responsible for maintaining and reporting of all stocked inventory of repair parts, consumables, hardware, and product necessary to maintain the physical plant. This includes forecasting researching; purchasing and establishing inventory systems.

POSITION QUALIFICATIONS

- At least 5 years' experience in multi-construction or facilities management.
- Strong planning, organizational skills required. Ability to organize work activities and budget resources necessary for the efficient operation of the department.
- Experience negotiating and managing contract services.
- Excellent interpersonal and communication skills along with proficiency in computer applications including Outlook, Microsoft office suite and Internet browsing.
- Experience in supervising and training facilities staff.
- Knowledge of safety practices and procedures followed in building maintenance and repair work.
- Knowledge of acceptable building trade construction methods and materials.
- Demonstrated leadership skills.
- Successful experience interacting with culturally diverse populations.
- Candidates will be required to pass a background check as a condition of employment.

STATEMENT OF FAITH

All Trustees, employees, and any other persons acting as recognized representatives of Dallas Christian College shall be willing to affirm the following statement of faith:

"That the Bible, or Holy Scriptures, alone is the divinely inspired Word of God, and therein is contained the revelation of the deity of Jesus Christ, the plan of salvation for mankind, and the faith and work of the Church; furthermore, that the testimony of such Scriptures testifies to prophecy concerning His advent, virgin birth, miraculous life, blood atonement, bodily resurrection, ascension into heaven, and final return, and is expressly and historically true in the commonly accepted meaning of the terms; in addition, that the Church of the New Testament ought everywhere to be restored with its divine plan of admission: faith, repentance, and baptism, with consequent godly life; and finally, that the Scriptures are wholly sufficient to build the kingdom of God."

TO APPLY:

Please send resume to Andrea Short at hr@dallas.edu or complete job application at <https://www.cognitofrms.com/DallasChristianCollege1/employmentapplication>.