

Colorado Mountain College Position Description

Title: Facilities Manager II – Non-Residential Campus
FLSA Classification: Exempt
Hiring Salary Range: \$80,359.70 - \$89,288.56

Primary Responsibility

Under the direction of the Campus Vice President and Director of Facilities, this position oversees facilities management and maintenance for a non-residential campus. Non-residential campuses may have multiple buildings or service sites.

Areas of responsibilities include maintenance and repair, custodial services, building safety and grounds. The Facilities Manager oversees and coordinates the work of employees and outside contractors, which may include plumbing, heating, electric, refrigeration, and air conditioning, preventive maintenance and repair, water plant functions and construction projects. In addition, the Facilities Manager has budget responsibilities and may supervise staff.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position such as a Bachelor's and one year, Associate's Degree and three years related experience, or High School Degree/GED and five years related experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Examples of certifications and professional training desired but not required include: Certified Facility Manager (CFM), Sustainability Facility Professional (SFP), Facility Management Professional (FMP), Certified Educational Facilities Professional (CEFP).

Knowledge, special Skills or abilities applicable to this position: skilled trade principles, practices and procedures; facilities and personnel management; budgeting; standard office equipment and software; knowledge of current technology used in facilities management such as web based control systems.

Ability to communicate clearly verbally, interpersonally, and in writing; perform, problem solve and manage a variety of facilities maintenance activities; manage and control budgets; organize; prioritize; supervise and delegate work to others to meet campus needs; work independently and as part of a team; obtain and maintain a valid Colorado Driver License and other required credentials/licenses. Able to serve on-call duty as required.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Hires, trains, and manages staff.
2. Oversees the cleaning and maintenance of all campus facilities and equipment.
3. Initiates planned/preventive maintenance programs for campus facilities and manages unplanned repairs.
4. Oversees grounds functions of the campus, such as landscaping and weed management, irrigation systems, snow removal, and related grounds activities.
5. Schedules, coordinates and oversees outside contractor services.
6. Manages campus utility and energy management systems. Monitors, adjusts, troubleshoots, repairs and/or coordinates with contractor services.
7. Oversees campus motor pool and other facilities vehicles; manages preventive maintenance and repair process.
8. Works closely with architects, engineers, builders, contractors and other parties involved in campus new construction, renovations or remodels; serves as campus liaison.
9. Oversees campus safety and security; manages key card system access, surveillance, alarms, threat management. Coordinates closely with Risk Management.
10. Oversees web based work order management system; collaborates with IT and external vendors for technical support on all web based/electronic systems.
11. Oversees coordination of building space allocation and layout; oversees campus parking.
12. Develops and administers the campus facilities budget; purchases equipment and supplies; maintains inventory and records.
13. Manages and monitors all safety and compliance matters, including hazardous material and OSHA requirements.
14. Supports campus needs and provides team assistance during campus office moves and installations, as well as the delivery and assembly of equipment and furniture.
15. Directs, schedules, and/or provides after hours emergency on call services.
16. Participates in campus and college committees, such as search committees, request for proposals, contract negotiations, facility planning processes, and others.
17. May perform maintenance, grounds and custodial duties including trash removal to maintain offices, facilities, grounds, restrooms and public areas in clean and orderly condition.
18. Sets up classrooms, meeting rooms, or events.
19. Performs all work in accordance with sustainability, energy management, and recycling plans, procedures and policies.
20. Performs other duties as assigned.

Supervision Received

This position works under the direction of the Campus Vice President and the Director of Facilities.

Supervisory Responsibility

This position may supervise full time, part time, and/or student employees.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records check is required. Position will require travel and evening, weekend and holiday hours. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

Work is performed using a computer and a variety of skilled trade tools and motorized equipment daily; and cleaning and housekeeping tools and equipment frequently.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, benefits@coloradomtn.edu

HR Reference Information

Position group code: 450120/90% + 480

BLS SOC: 11-1021

Cornerstone ID: FM2

Date of Review 08262019;03082023;01232024

BK/DL; ED; RL; A/C;

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.