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**JOB POSTING  
OFFICE OF HUMAN RESOURCES  
August 19, 2022**

**POSITION:** Director of Facilities

**DEPARTMENT:** Facilities

**DIVISION:** Administrative Services

**STATUS:** Full-Time, Exempt, Mon- Fri, 40 Hours Per Week

**Note:** As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

**GENERAL DESCRIPTION:** Reporting to the Vice President of Administrative Services, the Director of Facilities is responsible for planning, coordinating, and directing all the Facilities functions. This includes planning and oversight of new construction and remodeling, repairs, maintenance of buildings and equipment, fire and safety programs, security, custodial, and groundskeeping.

**SPECIFIC RESPONSIBILITIES:**

1. Provide administrative and technical direction and supervision to department staff in completing work assignments.
2. Regularly assess college priority zones, identify needs for focused cleaning, weeding, or other improvement. Assign staff to keep these areas maintained.
3. Supervise building, grounds, maintenance, security, and custodial personnel; tradesmen; contractors and/ or their employees hired for specific work; and such other personnel as may be assigned or designated.
4. Advise, discuss, and inform officers, department heads, and staff members on facilities matters.
5. Build, plan, and manage the college's capital projects list to maintain a healthy age of facilities ratio.
6. Ensure proper upkeep of facilities to include heating, ventilation, lighting, cleanliness, sanitation, general appearance of buildings and grounds, and snow removal.
7. On call 24-hours for emergency situations that may occur.
8. Establish and enforce traffic/ parking regulations.

9. Coordinate purchase of necessary supplies, equipment, and services.
10. Monitor and report natural gas use to supplier.
11. Review present Preventative Maintenance program and update as needed.
12. Coordinate the administration of service contracts for maintenance, repair, and other services affecting facilities, equipment, and furnishings.
13. Supervise the negotiations and bids for construction and renovation contracts.
14. Develop training and safety sessions for maintenance employees.
15. Administer College's Hazardous Waste Handling and Disposal Program/ Responsibilities, such as, timely submittal of reports, coordinate waste shipments, filing of shipping documents to appropriate agencies, etc.
16. Prepare the annual budget for facilities.
17. Maintain the repository of all plant blueprints and drawings. Maintain central key controls for the facility. Maintain sufficient records, files, controls, and procedures to insure management and work production. Update floor plans to show physical changes.
18. Perform other duties as assigned.

**QUALIFICATIONS:**

Minimum of 10 years of supervisory/ management experience in the construction, maintenance, mechanical, or engineering fields. Degree in engineering, architecture, or construction management required. Knowledge of OSHA and environmental regulations required. Excellent interpersonal and organizational skills necessary.

**NOTE:** Due to the driving/ travel requirements, this position is subject to the College's Motor Vehicle Use Policy and the employee will be required to sign a release upon hire, as well as, annually; so that the College may obtain a Motor Vehicle Report for the personnel file.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: [humanresources@northeastcollege.edu](mailto:humanresources@northeastcollege.edu)

*\* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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