

Vacancy

H. Lavity Stouff Community College is inviting applications for the position of
Director of Facilities Management



Job Description: Responsibilities

The Director of Facilities Management oversees all aspect of facilities for the College and the Centre on Virgin Gorda, including but not limited to custodial, maintenance, logistics, capital improvements and grounds services. The Director is responsible for the operation, maintenance, evolution and installation of the mechanical, electrical, plumbing and fire protection systems for the College through continuous management and review of all installations, modifications, maintenance and operations of the infrastructure. The Director is also responsible for managing the maintenance, appearance and general conditions of the stated sites, as well as internal facilities requests, special projects and special event support. Specific responsibilities are as follows:

Planning

- Assure that all systems are functioning as designed and capable of maintaining business continuity;
- Develop and implement short- and long-term goals for the department in context of the priorities of the College;
- Manage equipment, building and related services and forecast any possible problems or defects that may occur;
- Work with other units of the College to ensure optimum utilization of the campus;
- Assist with the development and implementation of policies and procedures as needed to maintain safe and secure facility operations;
- Work closely with the President and the Health and Safety Committee to ensure that the College meets institutional and health and safety accreditation standards.

Supervision

- Plan, schedule and direct employees and external contractors in the mechanical maintenance of the buildings and systems;
- Manage staff efficiency, develop department guidelines and procedures;
- Manage all maintenance and custodial staff – evaluating, counseling, motivating, training, coaching by reviewing performance and providing timely feedback.

Operations

- Develop, maintain and monitor the department's operating budget to ensure that expenses are within budgetary allocations and provide explanations for all variances;
 - Manage facility requests, routine and preventative maintenance programs;
 - Work with internal customers and management to identify and address facility requirements and issues;
 - Develop, implement and monitor facility operations standards and processes (e.g., emergency procedures, and security standards and processes).
- Any other related duties or tasks that may be assigned.

Qualifications and Experience

- The minimum qualification required is a Bachelor's degree in Engineering, Architecture, Construction Management or related field. Five years of increasingly responsible professional work experience in a similar role; Leadership experience with a record of expertise in facilities operations, preferably in institutions or organizations with broad facilities maintenance needs such as schools, hotels or hospitals.

Applicants should submit a cover letter of formal application, as well as a detailed resume of all educational and professional experiences together with copies of relevant credentials and three letters of reference. Applications should be addressed to the Acting Human Resources Manager and may be emailed to mlatchman@hlscc.edu.vg or hand delivered to the Human Resources Department. For additional information, please call 541-2212.

Salary: Commensurate with Experience

Closing Date: October 11, 2019