

Posting for: Director of Operations

We are currently recruiting for a top-notch Facilities Manager to serve as our "Director of Campus Operations", responsible for planning, organizing and supervising the College maintenance programs for all buildings, campus grounds and College-owned housing. Additionally, the Director has overall responsibility for new construction and remodeling, grounds and building maintenance, college housing and building development, preventative maintenance and repairs and for the supervision and operation of security, mailroom, clinic equipment repairs, facilities, parking and related personnel. This hands-on position also chairs the College's Emergency Preparedness Committee and reports to the College President. SCCO has exciting plans for the future and our Director of Campus Operations will play a key role in formulating and implementing strategic development plans for the College.

Additional functions include:

- Confer with and supervise maintenance personnel regarding methods and procedures of work, supply and equipment requirements, and operational problem resolution.
- Function as Project Manager for all projects involving the physical grounds, college housing and building development.
- Assign and directly supervise work of tradesmen and maintenance personnel and material.
- Make and review cost estimates on all repair work, locate sources of maintenance and materials, and order as required.
- Prepare and submit annual budget request.
- Prepare specifications for all major and minor building and repair projects.
- Prepare and maintain current files of all required city and state inspections and documents.
- Assure compliance with fire, building and safety codes.
- Update changes and keep current all prints in a proper as-built condition.
- Chair the SEPMO (Safety and emergency preparedness management organization) Committee.

Requirements:

- At least five years experience and training in facilities management, maintenance management, and project management, with at least five years supervisory experience.
- Experience as Project Manager for construction projects; soliciting and evaluating bids, budget preparation, effective management of contractors and vendors.
- Prior experience with Security operations and Mailroom operations desired.
- Experience with telephone system operation and management preferred.
- Bachelor degree required.
- Specialized education and/or training in facilities maintenance management desired.
- Excellent communication skills, both verbal and written.
- Well-versed in PC operation, proficient with MS Office programs.

Qualified candidates are encouraged to send their resume along with a short cover note conveying why they feel they would be an excellent candidate for this position. Please include salary expectations along with your resume and cover note.

SCCO is an equal opportunity employer.

Please send resumes to: www.humanresources@scco.edu