



Assistant Director, Buildings & Systems
***Posting Extension* - Previous applicants need not reapply**

SALARY: \$74,539.00 Annually
OPENING DATE: 8/19/19
CLOSING DATE: 9/9/19 11:59 PM
UNIT: Administrative - Grade Level 6
DEPARTMENT: Facilities Management
REPORTS TO: Director, Facilities Maintenance

PRINCIPAL RESPONSIBILITIES:

1. Provides leadership and direction for all utility, mechanical, electrical, plumbing carpentry, and painting operations on various shifts to assure efficient operation of the College's buildings and infrastructure on a 24/7 basis. Responds to emergencies as required.
2. Inspects all buildings and systems to insure proper maintenance and implements a preventive maintenance program.
3. Requisitions materials and equipment for building and infrastructure maintenance.
4. Prioritizes work and assigns personnel to specific jobs.
5. Ensures that all equipment is in a safe and proper operating condition and provides for repair when necessary.
6. Establishes and enforces productivity and quality standards.
7. Supervises bargaining unit members and assures compliance with College Policies, the Collective Bargaining Agreement, and Division Work Rules.
8. Directs all mechanics in various trades and provides for their training, production, motivation and performance appraisal.
9. Recommends staffing changes to the Director.
10. Advises the Director on capital equipment and projects as well as supply needs for the proper operation of the department.
11. Ensures that all buildings and systems are in compliance with applicable building codes and regulations.
12. Such other appropriate duties as may be assigned by the supervisor.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree
- Four years of experience in the technical areas of infrastructure, building maintenance, and building system operations at a large commercial/institutional site with a knowledge of construction and maintenance methods and materials
- Four years of supervisory/managerial experience

PREFERRED QUALIFICATIONS:

- Experience in Facilities Management at an institution of higher education
- Electrical, Plumbing, and/or HVAC State License
- Excellent written, oral, and interpersonal skills
- Proficiency in maintenance management and MS Office software

SUPPLEMENTAL INFORMATION:

SCHEDULE: Typically Monday - Friday
7:00 a.m. to 3:00 p.m. with changes/additions as necessary

RETIREMENT: Pension Eligible

Any Middlesex County College employee hired after September 1, 2011 will have to meet the New Jersey residency law requirement.