



Classification Title: Assistant Director, Buildings and Systems
Salary: \$77,740.00 Annually
Department: Facilities Management
Pay Grade: ADM6
Reports To: Director, Facilities Maintenance
FLSA Status: Exempt
Unit: Administrative
Opening Date: 7/5/2023
Closing Date: Open until filled

GENERAL STATEMENT OF JOB

Performs administrative work providing 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.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

1. Inspects all buildings and systems to ensure proper maintenance and implements a preventive maintenance program.
2. Requisitions materials and equipment for buildings maintenance and housekeeping.
3. Prioritizes work and assigns personnel to specific jobs.
4. Ensures that all equipment is in a safe and proper operating condition and provides for repair when necessary.
5. Establishes and enforces productivity and quality standards.
6. Supervises bargaining unit members and provides for their training, motivation, and performance appraisal.
7. Directs all mechanics and provides for their training, motivation, and performance appraisal.
8. Recommends staffing changes to the Director.
9. Advises the Director on capital equipment and projects as well as supply needs for the proper operation of the department.
10. Ensures that all buildings and systems are in compliance with applicable building codes and regulations.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Associate Degree and/or valid NJ Contractor's License in HVAC, Electrical, or Plumbing;
- Five years' supervisory/managerial experience in the technical area of building maintenance and building system operations at a large commercial/institutional site;
- HVAC, electrical, and/or plumbing experience;
- Excellent written, verbal, and interpersonal skills;
- Ability to establish policies for using, acquiring, or maintaining heavy machinery;
- Ability to create plans for and guide implementation of capital improvement plans or programs and major construction projects; and
- Strong computer skills with knowledge of Microsoft Office.

PREFERRED QUALIFICATIONS

- None.

PHYSICAL REQUIREMENTS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing 1:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Hearing 2:** Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Talking 1:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Talking 2:** Shouting in order to be heard above ambient noise level.
- **Visual Acuity 1:** Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- **Visual Acuity 2:** Including color, depth perception, and field vision.
- **Visual Acuity 3:** Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- **Visual Acuity 4:** Have visual acuity to operate motor vehicles and/or heavy equipment.
- **Visual Acuity 5:** Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

SUPPLEMENTAL INFORMATION

SCHEDULE: Responds to emergencies as required.

RETIREMENT: Pension Eligible

NJ First Act

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

Equal Opportunity Employer

Middlesex College is an equal opportunity employer and prohibits discrimination on the basis of race, creed, color, national origin, ancestry, age, gender, marital status, familial status, religion, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the armed forces of the United States, or disability.

Affirmative Action and Compliance Statement

Middlesex College is firmly committed to a policy of Equal Opportunity and Affirmative Action. The College will implement this policy to assure that the educational programs, activities, services, benefits and employment opportunities offered by the College are available to all persons regardless of sex, race, creed, national origin, ancestry, nationality, color, marital status, civil union or domestic partnership status, affectional or sexual orientation, gender identity, age, handicap (and/or disability), service in the armed forces, atypical hereditary cellular or blood trait, genetic information, refusal to submit to genetic tests, or refusal to make available results of genetic tests, in accordance with State and Federal laws. All employees and students are expected to accept these principles and to reflect their spirit in everyday relationships with fellow employees and students. Inquiries regarding compliance may be directed to the Affirmative Action Officer, Middlesex College, Chambers Hall, 2600 Woodbridge Avenue, Edison, New Jersey 08818-3050.