



Classification Title: Director, Facilities Maintenance  
Salary: \$91,936.00 Annually  
Department: Facilities Management  
Pay Grade: ADM8  
Reports To: Executive Director, Facilities Management  
FLSA Status: Exempt  
Unit: Administrative  
Opening Date: 12/1/2022  
Closing Date: 12/22/2022 11:59 p.m.

**\*\*\*Posting Extension – Previous Applicants Need Not Reapply\*\*\***

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### GENERAL STATEMENT OF JOB

Performs managerial, professional work providing leadership and direction for all facilities maintenance operations to assure efficient operation of the college.

### SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

1. Directs all facilities maintenance administrators in the performance of their duties and responsibilities and provides for their training, motivation, and performance appraisal.
2. Plans and schedules all maintenance and renovation operations on the college campus.
3. Ensures compliance with productivity, operating, and quality standards of facilities maintenance employees and vendors.
4. Ensures that materials are procured in accordance with college policies and procedures to meet needs of the college's operations.
5. Recommends staffing changes to the Executive Director of Facilities Management and maintains harmonious relations with the facilities maintenance bargaining units.
6. Participates in grievances and negotiations.
7. Assures compliance with safety, fire, environmental and other regulatory requirements and participates in safety committee activities.
8. Assists the Executive Director of Facilities Management in the development of the annual and capital budget.
9. Assures adherence to established budgets.
10. Develops long-term and short-term strategic plans as required for the maintenance of the college.
11. Coordinates and records facility maintenance activities utilizing maintenance management software.
12. Performs other duties as assigned.

### MINIMUM QUALIFICATIONS



- Bachelor's degree or Associate Degree with active or enrolled in Certified Education Facilities Manager (CEFM) certification;
- Four years' technical electrical, HVAC or plumbing experience;
- Four years' facilities management experience directing a large, diverse group of trades mechanics, grounds persons, custodians, and/or warehouse persons in a unionized environment;
- Skill in using small office equipment and computers; and
- Ability to create plans for and guide implementation of capital improvement plans or projects, major construction projects, and new technology systems.

**PREFERRED QUALIFICATIONS**

- Experience in facilities management at an institution of higher education;
- Active electrical, HVAC or plumbing license
- Certified Plant Engineer and Engineer License;
- Construction Management Certificate;
- Certification in the field of facilities management;
- Proficiency in maintenance management and Microsoft Office software; and
- Excellent written, verbal, and interpersonal skills.

**PHYSICAL REQUIREMENTS**

The work is light work which requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or 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.
- 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 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:** Monday - Friday, 8:30 a.m. to 4:30 p.m.  
Changes/additions as necessary

**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.

