



Job Description

Value Statement

“One Brookdale” is a core value in each of our daily work lives. This value will be expressed by everyone being responsible for the priorities and goals of the College without regard to title, band, or department. We will perform together with respect, teamwork, cooperation, integrity, courteousness and professional behavior.

Job Title: Manager, Physical Plant and Utilities and MEP

Department: Physical Plant Utilities

Reports To: Director, Facilities Operations

Band: A4

Unit: BCCAA

Pension Plan: TBD

Position Summary

The position oversees Physical Plant and Utilities operations as well as Mechanical, Electrical, and Plumbing works, providing direction and supervision to full-time staff, part-time staff, vendors, and contractors. The position assists the director with other related tasks in Facilities Operations.

Job Duties and Responsibilities

Physical Plant and Utilities Oversight

- Oversee the operations of physical plant, and utilities on a 3-shift basis, 24 hour a day, 365 days a year assuring the safe and efficient operation of the central utility plant.
- Supervise, train, discipline, and evaluate Operating Engineer staff. Make recommendations for the hiring of new staff.
- Establish and oversee staff schedules ensuring appropriate coverage.
- Ensure effective overtime use and monitor operational overtime budget.
- Responsible for ensuring efficiency and effectiveness of the central utility plant including optimum energy conservation.
- Administer and monitor a campus-wide computerized energy management program & produce operation reports as requested. Conduct periodic analysis of operating efficiencies and make recommendations for changes that will reduce energy consumption while maintaining operating standards.
- Interface with all outside vendors that have service and emergency contracts for the utility plant.

Mechanical, Electrical, and Plumbing (MEP) Oversight

- Oversee and monitor mechanical, electrical, and plumbing daily work orders. Ensure completion of work assignments.
- Interpret procedures, contracts and specifications as needed.

- Supervise, train, discipline, and evaluate Senior Specialists staff. Make final recommendations for the hiring of new staff.

General Facilities Responsibilities

- Ensure all responsible areas meet environmental and safety requirements and operations are in compliance with applicable federal and state construction and safety codes including ADA, OSHA, EPA and New Jersey Construction Code. Instruct staff in safety policies and procedures.
- Assist directors in the development of bids and specifications related to Physical Plant and Utilities and MEP.
- Develop and maintain an extensive computerized preventative maintenance system including the maintenance of an inventory of spare parts.
- Respond to all emergency requests related to Facilities Operations.

Perform other related duties as assigned.

Minimum Qualifications

Education:

- Associate's Degree or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Black Seal License required.

Experience:

- Four years of directly related experience to include least one year of experience supervising facilities personnel.

Knowledge/Skills/Abilities:

- Strong supervisory skills.
- Strong knowledge of safety codes and standards.
- Proven ability to manage multiple tasks and projects with discretion, tact and timeliness.
- Strong communication, interpersonal, and organizational skills.
- Ability to learn detailed knowledge of applicable Federal and State
- Must be computer literate with ability to utilize Microsoft Office at an intermediate level and the ability to learn and utilize specific higher education programs and systems
- Ability to learn and apply office practices, procedures, policies, and regulations that are essential to the position.
- Ability to travel within the county and state.

Supervision Received

General supervisor from the supervisor. The incumbent has latitude to determine method and priority of completion.

Supervision Exercised

Administrative and functional supervision over 3-4 operating engineers and 7 senior technicians.

Budget/Revenue Responsibility

Monitor operational overtime budget.

Internal/External Contacts

Resolve complex repair and maintenance problems with vendors.

Working Conditions

Must be available for emergency situations and will be on-call during regular periods. Position can be physically demanding. Manual dexterity and physical ability required. Must be able to climb ladders, work on scaffolding, climb over/around pipes, reach bend, squat, crouch or crawl. Must be able to push/pull equipment weighing 75-100 lbs.

ADA Statement

Individuals will be required to perform these functions without significant risk of injury to him/herself or others or otherwise demonstrate or explain how they can perform the essential functions listed above with or without reasonable accommodations.

Smoke-Free Workplace

Brookdale Community College is a smoke-free workplace in compliance with the Smoke-Free Workplace Act. Smoking is permitted only in designated areas.

Qualified and interested applicants can apply directly at <https://jobs.brookdalecc.edu/postings/618>