



## RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA  
Date created or revised: 12/12/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: Yes

Title: Associate Director, Facilities and Operations, Maintenance, Repairs,  
Special Projects  
Status: Full-time, 35 hours/week non-standard work week  
Grade: 14  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Director of Facilities and Operations

### **PRIMARY PURPOSE:**

Provide management and oversight for the all general maintenance and repair functions of campus facilities, as well as all projects not under the oversight of capital projects. Act as the liaison when assigned with capital projects.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Responsible for the maintenance and operation of all building (including auxiliaries) exterior and interior systems including all contractor and trade activities.
- Responsible for the management of maintenance personnel including trades, fire safety, sign shop and steam plant staff.
- Supervise, track, and evaluate all work order requests and preventive maintenance functions to ensure that all work is completed in a satisfactory and acceptable manner.
- Ensure that the preparation and submission of proposals and bid documents conform to college and state purchasing policies and procedures.
- Track and evaluate all projects, contract services, and procurement, to ensure compliance with all requirements and specifications.
- Ensure that all billing and payment requirements are completed thoroughly and in a timely manner in accordance with college policies and procedures.
- Responsible for the development and implementation of a consistent schedule that ensures the maintenance and replacement of building finishes (i.e., lights, flooring, ceiling tiles, etc.).
- Responsible to review and approve all time sheets, payrolls, and employee attendance to ensure adherence to all college policies and procedures.
- Conduct the required performance evaluations for those employees directly supervised.
- Responsible for the development of an annual preventive maintenance plan and budget.
- Responsible for the development and implementation of a plan that provides for the routine identification and correction of campus facility deficiencies.
- Responsible for planning, coordination, and implementation of projects associated with campus construction and renovation outside of the auspices of capital projects.
- Responsible for sub-surface drainage systems.
- Act as the primary contact and coordinator for all abatement activities.

- As directed, act as a liaison to capital projects, assist the Director in the review and coordination of schedules and scope of work involving capital initiatives.
- Assist with snow removal operations.

Occasional Job Functions:

Assume other duties as assigned by the Director of Facilities and Operations.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's Degree.

Experience:

Minimum of eight years of progressive experience in facility management.

Skills, Knowledge, and Abilities:

- Prior experienced working in a unionized setting.
- Ability to multi-task and work in a fast-paced environment.
- Good written and verbal communications skills.
- Competency in related technology.

**PREFERRED:**

- Bachelor of Science in Engineering.
- Experience establishing and maintaining a preventive maintenance program.
- Working knowledge of the trades involved in campus maintenance and repair.
- Working knowledge of State Building Code as it pertains to Rhode Island Law, Environmental Compliance programs; experience with the Rhode Island Fire Marshall's office.
- Certification in Facilities Management (from APPA, IFMA, BOMI or similar).

**ENVIRONMENTAL CONDITIONS:**

The employee is subject to both inside and outside work and extreme cold and hot temperatures can be encountered, as well as noise, hazards, hazardous materials, atmospheric conditions, and oils; may need to wear respiratory. Position requires 24-hour callback in cases of emergency.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*