



POSITION TITLE: Director of Facilities

POSITION #: 200266

POSITION STATUS: Exempt

FLSA STATUS: Exempt

REPORTS TO: Vice President of Administrative Services

SUPERVISES: Custodial Staff, Grounds Staff and Physical Plant Assistants

CAMPUS: Trinidad and Alamosa

POSITION SUMMARY:

This position is located on the Trinidad Campus in Trinidad, Colorado. Under the direction of the Vice President of Administration, the Director of the Physical Plant is responsible for the supervision, direction, and maintenance of the college physical plant operations and activities which involve: custodial services, building repair and maintenance, mechanical systems, remodeling, grounds maintenance, institutional keys, maintenance of all vehicles, energy conservation programs, all construction projects, and liaison relationships with other agencies and the community.

DUTIES AND RESPONSIBILITIES

The primary responsibilities include, but are not limited to the following:

- Direct the day-to-day supervision of TSJC's physical plant staff including, duties and work requirements and daily work assignments
- Participates in the selection, supervision, evaluation and training of employees of the department
- Manages and controls the physical plant budget(s)
- Participates in capital construction and controlled maintenance planning, funding and completion
- Serves as liaison between school and State Buildings and Real Estate Programs (SBREP), Colorado Commission of Higher Education, and other State Departments or Agencies
- Follows construction policies/rules of SBREP
- Implements rules and guidelines for OSHA, ADA, EPA, Life Safety Code, Fire Code, International Electric Code, International Building Code, International Plumbing Code and campus facility policies
- Responsible for the selection of professional firms as necessary for construction and maintenance projects
- Serves as liaison and project manager with architects, contractors and trades during construction activities
- Prepares specifications, completes reports and directs project implementation
- Controls and supervises building and equipment activities including inventory, access, materials and supplies
- Supervises and directs all facility, custodial, and grounds maintenance, improvements and repairs
- Develops and implements safety programs related to plant employees, facilities and buildings
- Supervises and directs all transportation and motor pool activities
- Coordinates central receiving and storage
- Completes reports and implements studies as required for efficiency program operation
- Develops short- and long-range facility planning in conjunction with the Vice President of Administrative Services
- Campus Energy Manager
- Supervises and coordinates room rentals and event setup
- Serves on committees and supports activities of other program areas
- Other duties as assigned

POSITION QUALIFICATIONS:

Required:

- Associate's Degree in a related applicable area with knowledge of physical plant operations, capital construction, and logistics. **Years of experience may be substituted for degree.**

- Demonstrated ability to manage and evaluate a large number of employees in a broad variety of campus activities, at all times of the day, night or weekend
- Demonstrated effective written and oral communication skills and ability in working with people to help them achieve their goals
- Knowledge and understanding of higher education physical plant operations
- Demonstrated planning, budgeting, technical, analytical and management skills
- Knowledge of variety of trade skills and related applications in areas such as electrical, structural, plumbing, HVAC, surveying, etc.
- Knowledge of OSHA, ADA, EPA, NFPA Codes
- Understanding role and mission of a community college
- Ability to work in a self-directed manner
- Experience with Microsoft Office
- Must be willing to work evenings and weekends as needed
- Must be willing to travel between Trinidad and Alamosa campuses

Preferred:

- Bachelor's degree in a related applicable area with knowledge of physical plant operations, capital construction, logistics.
- Previous physical plant management experience in a post-secondary institution
- Knowledge of the applications of State of Colorado regulations, policies and procedures

NECESSARY SPECIAL REQUIREMENTS:

- The successful candidate must submit to and successfully complete a post-offer, pre-employment background check.

SALARY:

Salary range is \$60,000 - \$67,000 based on experience and qualifications. This is a full-time, 12-month appointment with full benefit package including retirement and health, vision, dental and life insurance is available.

APPLICATION INSTRUCTIONS

For consideration, an applicant must submit the following:

- A letter addressing the professional qualifications listed in the position description
- A current resume or a current curriculum vitae
- Unofficial Transcripts (of highest education attained; unofficial transcripts are acceptable until offer of employment is accepted)
- The names and telephone numbers of at least three (3) references from persons in a position to evaluate the applicant's expertise as it relates to the position requirements.

IMPORTANT NOTE: Travel and/or relocation expenses are the responsibility of the candidate and are not reimbursed by the College.

CLOSING DATE:

Review of applications will begin on Friday, February 12, 2021 and the position will remain open until filled. Only the most qualified candidates will receive further consideration.

SUBMIT ABOVE APPLICATION MATERIALS TO:

TSJC Search Committee: Director of Facilities
 ATTN: Yvette Atencio, Director of Human Resources
 600 Prospect Street, Campus Box 181
 Trinidad, CO 81082
 (719) 846-5538
 Email: Yvette.Atencio@trinidadstate.edu
 Fax: (719) 846-5067 (direct fax, does not require cover sheet)

Inquiries

Yvette Atencio, Human Resources Director – (800) 621-8752, ext. 5538 or 719-846-5538
Shannon Shiveley, Vice President of Administrative Services – (800) 621-8752, ext. 5569 or 719-846-5569

Notice of Non-Discrimination

Trinidad State Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. Individuals affiliated with the College shall not be subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as “civil rights laws”), including protections against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities.

The Board recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the workforce. The Board also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated its Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources at Trinidad State Junior College, 600 Prospect Street, Trinidad, CO, 81082, 719-846-5538. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Notice to All Applicants

Former employees of the Colorado Community College system or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on your application/within your application materials. All materials submitted become the property of Trinidad State Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

ABOUT TRINIDAD STATE JUNIOR COLLEGE

Trinidad State Junior College, located in Trinidad, Colorado, is a state-supported, two-year institution of higher education. The College was established by an act of the State Legislature in 1925, and is the oldest public two-year college in the State of Colorado. The College’s Service Area includes eight rural counties characterized by low population density and small communities. One campus is located in Trinidad and is a residential campus while the other, located in Alamosa, is a commuter campus. Both campuses serve distinct populations. As a comprehensive Community College, Trinidad State Junior College not only offers ongoing transfer Associate of Arts Degree and Associate of Applied Science (vocational) Degree programs, but also has developed and implemented numerous successful short-term vocational certificate programs, and totally inclusive adult education and developmental programs.

For information regarding Trinidad State Junior College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State Junior College Campus Security website at <http://www.trinidadstate.edu/campus-security.html>. For a hard copy report, please contact 719-846-5618

About Trinidad, Colorado

A well-known landmark, Fisher's Peak, overlooks the City of Trinidad, which is nestled in a valley surrounded by pinon-studded hills. Located 185 miles south of Denver, and just 15 miles north of the New Mexico border on Interstate Highway 25, Trinidad abounds in a panorama of mountain beauty. Ski slopes are within a 60-minute drive from the campus. Recreation parks for camping and fishing are nearby. Trinidad's nine-hole golf course is one of the best in the state. Having a population of approximately 10,000, Trinidad is known for the convenience and friendliness of small-town living. The area is unexcelled for its moderate, dry climate.

About Alamosa, Colorado

The Trinidad State Junior College Valley Campus is located in the San Luis Valley, which consists of six counties. Located in a broad, mostly flat valley, as much as 100 miles long and 75 miles wide, with an elevation of 7,500 feet at the

Valley floor, the region is rimmed by high mountains to the north, east, and west, with elevations up to 14,345 feet. The Rio Grande River rises in the western part of the region and flows south into New Mexico. The region has an area of 8,180 square miles and a population of approximately forty thousand people.

Highway transportation in the Valley includes U.S. Highway 285, traversing the Valley from north to south, and U.S. Highway 160, which connects the Valley with Interstate 25 to the east. Rail service to many communities in the region is provided by the Denver and Rio Grande Western Railroad. Alamosa is served by a commercial airline with daily flights to Denver and New Mexico cities.

Scenic and recreational attractions are another major resource of the San Luis Valley including the Great Sand Dunes National Monument; Wolf Creek Ski Area; Rio Grande and Gunnison National Forests; San Luis, the oldest city in Colorado; Conejos, with the oldest church; the old mining town of Creede; and the Narrow-Gauge Railroad, which runs between Antonito, Colorado and Chama, New Mexico over spectacular Cumbres Pass. Surrounding the Valley are the San Juan and Sangre de Cristo mountain ranges, with nine peaks rising above 14,000 feet.

TSJC MISSION STATEMENT

Enriching our diverse communities by providing quality educational experiences and promoting lifelong learning.