

Director of Physical Plant and Facilities
Position Class Code A0710

Edison Community College in Piqua, Ohio seeks candidates for the position of Director of Physical Plant and Facilities. Reporting to the Vice President of Administration and Finance, the Director of Physical Plant and Facilities is responsible for the development, operation and maintenance of the physical facilities of the college campus, including the mechanical systems, utilities, grounds and equipment. He or she is also responsible for the energy efficiency and sustainability of the College. These functions and responsibilities include day-to-day operations, budgeting, and planning for all aspects of campus operations and facilities. The Director serves as the primary liaison between the department and the college community.

Required qualifications include:

- a. Bachelor's degree in engineering, engineering technology, construction management, or facilities management.
- b. Five (5) years of experience managing a plant/facilities department including responsibility for mechanical systems.
- c. Supervisory skills and experience.
- d. Experience establishing and/or implementing preventive maintenance plans, and a demonstrated commitment to preventive maintenance.
- e. Experience managing the repair and maintenance of mechanical systems
- f. Experience conducting or managing projects to improve energy efficiency by reducing consumption and cost and/or providing alternative sources.
- g. Experience planning and managing construction and renovation projects.
- h. Interpersonal, leadership, management and leadership skills.
- i. Short- and long-term planning skills.
- j. Ability to develop budgets and manage expenses according to budget.
- k. Ability to manage multiple projects/tasks.
- l. Customer service orientation.
- m. Knowledge of mechanical systems (e.g. HVAC, plumbing, etc.) and experience managing their maintenance.
- n. Willingness to develop and work with outsourced providers of services.
- o. Ability to write clearly and effectively.
- p. Ability to use Excel, Microsoft Word, and e-mail.
- q. Ability to learn to use the College's ERP system, Datatel Colleague.
- r. Willingness to share on-call availability 24/7.

Preferred qualifications include:

- a. Five (5) years of experience in higher education or K12 organization.
- b. Experience managing custodial activities or organizations.
- c. Experience planning and managing state-funded construction project in the State of Ohio.
- d. Experience with and knowledge of sustainability initiatives.

Starting salary range is \$60,000 to \$75,000 annually, depending upon qualifications. The College offers excellent retirement and medical benefit options. First consideration of applications will begin June 1, 2010. The position will remain open until filled. Please refer to the position class code in your response. Send a cover letter describing how you meet the above qualifications, a resume, a list of three professional references, and unofficial transcripts to:

Human Resources Office
Edison Community College
1973 Edison Drive
Piqua, OH 45356
EOE/AA Employer