



Title of Position: Director of Facilities and Operations

Bargaining Unit/Anticipated Salary Range: MSEA Supervisory Services; Level 27; \$60,028.80 - \$69,243.20

Responsibilities: This position is responsible for oversight, scheduling and supervision of the Facilities Maintenance and Campus Safety Department operations and personnel. Responsible for all maintenance and repair activities, custodial services, and contracted services while ensuring that the physical operation of the College meets budgetary and strategic objectives. This position is responsible for identifying, managing, and completing a wide variety of capital and operational projects across all buildings, facilities, grounds, and utilities to provide a safe, healthy, and comfortable environment for students, faculty, and staff.

Responsibilities include directing and daily management of teams engaged in safety, operations, maintenance, and custodial functions. Continually inspects and assesses the conditions of campus buildings and facilities to identify budget and effective maintenance, repairs or renovation needs.

Minimum Qualifications: Bachelor's degree in Construction Management, Facilities Management, Planning/Project Management, or related field required. Equivalent work experience may be substituted for degree requirement.

Preferred Knowledge, Skills and Abilities: Minimum of five years' experience in managing the maintenance and repair of a physical plant, including experience in the building and mechanical trades. Experience planning and establishing institutional priorities and budget management. Supervisory experience required. Ability to make detailed plans for repairs, alterations and additions to buildings, equipment, and grounds. Ability to understand and adhere to college policies, procedures, equipment specifications and safety guidelines in the performance of job duties. Knowledge of general procurement process preferred. Ability to solve problems and prioritize work.

Note: Eastern Maine Community College requires proof of COVID-19 vaccination upon hire or participation in regular testing in lieu of proof of vaccination.

Benefits: Employer paid health, dental and life insurance for employee, Maine State Retirement, and a generous paid time off package.

Application Procedure: Email cover letter, resume, transcripts, and contact information for three professional references to resumes@emcc.edu. Review of applications will begin immediately and continued until the position is filled.

Eastern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information about this commitment, please call the Affirmative Action Officer at (207) 974-4633