

Role	:	General Manager-Facilities
Department	:	Administration
Qualification	:	Graduate, Masters will be preferred
Experience	:	20 years

Broad Responsibility

- Supervises all buildings and grounds, utilities, energy management systems and safety/security systems in order to provide a safe, healthy, and comfortable environment for students, faculty and staff.
- Responsible for the scheduling and supervision of maintenance and repair activities, contracted services, and custodial services, and ensuring the physical operation of the institute meets budgetary and strategic objectives.
- Providing necessary support for all conferences and seminars held in campus, including hospitality services.

Principal Responsibility

1. Directs, supervises, and evaluates department staff; ensures staff receives training related to specific job tasks and responsibilities
2. Directs, schedules, and oversees external contractors (electricians, plumbers, excavators, roofers, painters, landscapers, etc.)
3. Coordinates all projects from conceptual design through construction administration, and coordination of any consultant work.
4. Contributes to strategic planning by evaluating and projecting future facility needs and proposing options to achieve them
5. Maintains records on personnel, purchasing, building data, building sites, maintenance work.
6. Schedules and supervises maintenance workers engaged in building and grounds upkeep and repair; responsible for safety and security, electrical, plumbing, heating, air conditioning, and ventilation services
7. Collaborates with staff and administration to develop solutions to building needs, including preparation of cabinetry plans and details
8. Develops and monitors department budget; orders equipment and supplies and monitors inventory; makes requests for capital outlay expenditures as needed
9. Ensures the proper disposal of hazardous and controlled wastes in compliance with regulations and guidelines; works directly with outside agencies such as OSHA, MIOSHA, and local and state health departments as required
10. Develops, implements, and supervises preventative maintenance and renovation programs for buildings, grounds, mechanical and electrical, utility, and safety and security systems
11. Supervises custodial crew engaged in cleaning college buildings and premises
12. Serves as administrator responsible for facility safety and meeting physical ADA compliance standards, works closely with staff and state officials to meet institute requirements
13. Prepares specifications for physical plant projects; estimates costs of equipment, materials, labour, and supplies; prepares bid specifications for projects, equipment, and contracted services; oversees site and building projects performed by outside contractors

14. Develops specifications for cost-effective campus energy management systems; supervises the operations, maintenance and repair of such systems
15. Develops plans and specifications for remodelling projects, obtains estimates and executes contracts, and ensures quality of workmanship, materials, and equipment.
16. Collaborates with administrators and Safety and Security Personnel, to ensure emergency plans remain current and meet standards within the safety plan
17. Serves as a liaison between institute and architect and engineering consultants to review and update floorplans annually.
18. Responsible for the planning, cost estimating, capital plan execution, and construction supervision.
19. Performs other related tasks as requested