



BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501

205-387-0511

POSITION ANNOUNCEMENT

Beginning date: March 9, 2017

Closing date: March 29, 2017

POSITION #687: Assistant Facilities Director

APPROXIMATE STARTING DATE: April, 2017

GENERAL INFORMATION:

Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically. In fulfillment of this mission, the college offers academic and technical programs and activities. The college serves a population that is diverse in age and race as well as in economic and educational backgrounds.

ESSENTIAL JOB FUNCTIONS: The position requires the following essential job functions with or without reasonable accommodations; communicate orally; communicate in writing; read and interpret; exhibit emotional control and stability; operate a motor vehicle; ability to lift and move materials weighing up to fifty pounds; sit for extended periods of time; stand for extended periods of time; capable of mobility; bend; kneel; reach; ascend and descend steps; utilize telephone system. **Comply with all policies of the Board of Trustees, ACCS, and the College.**

REQUIRED QUALIFICATIONS: Associate degree and five years in maintenance required, Bachelor's degree preferred.

DUTIES: In addition to adhering to the guidelines as specified by *Bevill State Community College Personnel Handbook* and the ACCS System, duties will include, but are not limited to, the following:

College-wide Duties:

1. Assist the Director of Facility and Security in ensuring that all college facilities and associated support systems are structurally sound, operationally efficient, well-maintained, and safe.
2. Assist the Director of Facility and Security in assessing and monitoring facility repairs to ensure cost effectiveness; establish criteria for repair versus replacement of facilities.
3. Assist in priorities for scheduled mechanical services and operations, administer preventive maintenance programs for all facilities, inspect buildings and utility systems to determine repair or replacement needs, and manage routine maintenance on campus facilities on a daily basis.
4. Assist the Director of Facilities and Security in the supervision, planning, organization and scheduling the work of various craft workers, such as HVAC (heating, ventilation and air conditioning), repair workers, carpenters, electricians, plumbers, painters on a daily basis.
5. Through the direction from the Director of Facilities and Security, work with sub-contractors on repairs, installations, small construction remodeling, grounds improvements, and maintenance projects.
6. Assist the Director of Facilities and Security in the supervision, planning, organization, and scheduling the work of various capital projects and building construction and/or renovation projects.
7. Assist in ensuring that contracted services are properly monitored to accommodate facilities' needs within budget constraints.
8. Assist with inspecting the work performance of the maintenance and housekeeping employees and any subcontracted work on a daily basis as needed.
9. Assist the Director of Facilities and Security in ensuring that the college fleet of vehicles are operational and supports the needs of the department.
10. Assist the Director of Facilities and Security in the preparation of the annual operating budget for maintenance and housekeeping.
11. Supervise, work and communicate directly with maintenance supervisors on each campus.
12. Provide oversight for compliance with college's rules and policies regarding maintenance and housekeeping employee conduct.
13. Maintain an environment of open communication with all customers, colleagues, and affiliates, both on and off campus, serve as a liaison with other departments in the resolution of day-to-day administrative, billing, and operational issues.
14. Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
15. Remain competent and current through self-directed professional development and attend training and/or courses as needed or as directed by the Director of Facilities and Security.
16. Maintain confidentiality of information exposed to in the course of business regarding students, supervisors, employees, and college confidential matters.
17. Assist in a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.
18. Assist with State required facility inspections on a monthly, quarterly, and yearly basis.
19. Assist with after hours and weekend emergency calls involving facility needs on a case by case basis.
20. Familiarize and work with the Spice Works data base for completing work orders in a timely manner on a daily basis.
21. Use the AS400 in processing purchase orders to place orders for parts and supplies as needed.

Jasper Campus Duties:

1. Supervise, work and communicate directly with maintenance/housekeeping personnel in maintaining clean facilities on a daily basis.
2. Train and evaluate personnel under immediate supervision.
3. Responsible for having all buildings on campus opened on a daily basis or as needed.
4. Responsible for set up of all events in assigned buildings. Contributes to the overall success of the maintenance department by performing all other duties and responsibilities as assigned by the Director of Facilities and Security.

SALARY RANGE: Minimum \$43,077 to \$57,014 based on experience for placement on the Alabama State Salary Schedule E2 02.

APPLICATION PROCEDURES: Bevill State Community College employment applications are available from the following address or visit our website at www.bscc.edu and click on "Job Opportunities" at the bottom of the homepage. All applications should be mailed to:

**Office of Human Resources
Bevill State Community College
1411 Indiana Avenue
Jasper, AL 35501**

OR

**Email in a .pdf format to:
Employment@bscc.edu**

APPLICATION DEADLINE:

Completed applications must be received by 3:00 pm March 29, 2017, to ensure full consideration. Applicants must adhere to the College's prescribed interview schedule and must travel at his/her own expense. A complete application file consists of:

- A completed Bevill State Community College Application.
- Three **current** and **signed**, and **dated** letters of reference (no older than one year no computer generated signature)
- A signed and dated letter of interest with reference to the **position number** found on the position announcement.
- Complete transcripts from **every** institution from which **any** collegiate credit has been earned. Transcripts **must** include conferred or awarded date.
- A resume.
- **No staples or paper clips.**

It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the "Qualifications" section.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Bevill State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Bevill State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. If you have a disability and may require accommodations, please notify us at 205-387-0511 Ext. 5784. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Please note that Bevill State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday.