BENNETT COLLEGE

Job Posting

Title: Director, Campus Operations
Date of Posting: 02/18/2021
Closing Date: Until Filled
Department: Facilities
Reports To: AVP, Operations/Logistics

GENERAL SUMMARY:

The Director of Campus Operations is responsible for coordinating and integrating College resources, activities, and time to ensure a safe and healthy environment for the entire College community. The Director will oversee building maintenance, grounds, custodial services, manage vendor selection and contracts, the College's Mailroom Services, and plan and monitor the departments operating budget.

ESSENTIAL JOB FUNCTIONS:

- Administer oversight for all aspects of facilities management and operations for the College physical resources
- Work directly with the AVP of Operations and Logistics to establish and implement short- and long-range facilities goals, policies and operating procedures
- Make routine inspections of campus areas to ensure the highest level of facilities maintenance standards are met
- Coordinate system repairs and monitor system performance
- Maintain adequate inventory of supplies and equipment and procure items as required
- Supervise facilities personnel
- Coordinate with the AVP of Operations and Logistics on renovation and repair projects
- Ensure facilities meet compliance standards. accreditation standards, and government requirements
- Develop and manage vendor contracts

- Coordinate comprehensive facilities assessment for all campus buildings
- Monitor and document the College's energy and utilities utilization to include cost saving energy projects
- Supervise Mail Services staff and operations
- Prepare and manage annual budgets for the department to include replacement and renewal of equipment and facility repairs and to continually monitor expenditures to ensure funds are effectively utilized
- Establish best practices and standard operating procedures related to all aspects of facilities maintenance and operation including quality control, asset management, safety, regulatory compliance and training
- Coordinate with the Director of Campus Safety to develop and implement protocols to respond to emergencies
- Participate in the College's Strategic Planning Process
- Provide monthly status reports to AVP of Operations and Logistics detailing activities for each unit of the Department

KNOWLEDGE, SKILLS, AND ABILITIES:

- Competent writing and communication skills – including the ability to communicate technical information
- Management skills, particularly problem solving and decision-making
- Computer literacy and knowledge of Microsoft 360The ability to prioritize and multi-task
- Time management skills
- Teamwork, leadership, and motivational skills
- Ability to effectively organize and direct personnel during crisis or emergency situations
- Ability to work with engineers, architects, contractors and other representatives of trade in management and construction and renovation projects
- Procurement and negotiation
- Proactive thinking
- Understanding of soft and hard service delivery
- Passionate about delivering consistent excellence
- Possession of a valid motor vehicle operator's license

EDUCATION AND EXPERIENCE:

Required:

At least 3 years' experience in facilities management position

Proven experience in staff supervision and training
Foundation degree or a relation qualification in management, engineering, or business studies

Preferred:
Bachelor's degree in Civil, Mechanical or Electrical Engineering or related discipline
Higher education facilities management experience

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- online application for employment (found at www.bennett.edu)
  - click on "Quick Links" at the top of the home page
  - click on "Employment Opportunities"
  - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter
- resume
- unofficial transcripts from every college and university attended
  - official transcripts are required if an offer of employment is accepted

ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED
NO PHONE CALLS PLEASE!

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.