

FACILITIES SERVICE MANAGER

(FACILITIES DEPARTMENT)

SALARY RANGE: \$62,000.00-\$66,800.00 DOE

BENEFITS: Full benefits package includes 12 days of sick leave, 30 days of vacation, and 11 paid holidays per year; plus a generous medical, dental, life and disability insurance package for employees and dependents. The TIAA-CREF retirement program, deferred compensation, flexible spending account, and optional supplemental retirement accounts are available, as is the statewide tuition waiver program

SCHEDULE: 12 month, Full Time 8:00am-5:00pm, Mon-Fri, Full time exempt position, some weeknights and weekends for scheduled events.

DEADLINE FOR APPLICATION: Preliminary screening will begin June 22, 2009. To ensure full review of your application, all materials should be received by **5:00pm June 19, 2009.**

DESCRIPTION:

The Manager of Facilities Services reports to the Vice President for Administration and is responsible for the planning, development and supervision of the building maintenance, grounds, custodial, central receiving and mail service activities. This position works independently to manage the Highline Community College (HCC) campus facilities department consisting of a staff of over 40 employees supporting 38 buildings and structures on-site and off-campus locations. HCC consist of approximately 80 acres (55 landscaped) and over 577,000 square feet of building space.

DUTES:

Administration

- Responsible for the administration of four (4) operating budgets totaling more than \$1,500,000 including special purchases; ordering supplies, equipment, and materials required by the building maintenance, grounds, custodial, central receiving and mail service departments;
- Develop specifications for equipment purchased or services contracted; work with contractors on campus building projects and equipment;
- Review and prioritize department needs and programs against budget limitations and take appropriate action;
- Obtain/prepare vendor contracts or quotes;
- Prepare departmental budget request; and
- Gather, analyze, and summarize information into written reports.

Supervision

- Supervise (train, schedule, evaluate, recommend selection and disciplinary action), maintenance personnel involved in building and equipment, carpentry, electrical, plumbing, painting, and HVAC;
- Maintain a high standard of maintenance, repair and appearance of campus facilities and grounds by regularly inspecting, identifying problem areas and assigning work;
- Supervise and evaluate personnel involved in central receiving, mail, custodial, and grounds care;
- Establish priorities and work schedules and ensure all deadlines are met;
- Conduct staff meetings;
- Include staff in planning, decision making, facilitating and process improvement; and
- Provides regular performance feedback and develops subordinates' skills and encourages growth.

Management

- Coordinate department services and activities with College administration, faculty and staff to support student and program needs.
- Ensure special events, meetings and activities are supported, e.g. set-up, break-down, clean and provide support when needed during activities. For non-HCC related events, determine appropriate staffing and supplies for client billing;
- Develop departmental policies and procedures;
- Develop and implement innovative methods and identify processes and equipment that improve efficiency, sustainability, and cost effectiveness of facilities maintenance and operations, and
- Develop and implement processes to track compliance with various regulatory requirements of US Postal Service, WISHA and L&I.

Professional Development

- Serve on various campus committees representing the campus Facilities Department; e.g. commencement, capital improvements, landscape, emergency management.

MINIMUM QUALIFICATIONS AND COMPETENCIES:

- Bachelors degree in industrial management, business or related field.
- Five (5) years of progressive managerial responsibility in facilities/maintenance or related field in a multi-building, operational campus setting;
- Knowledge of principles and operational practices applicable to grounds, custodial, maintenance, central receiving and mail services;
- Knowledge of L & I, OSHA, WISHA, Dept. of Ecology, Fire & Life Safety, and other applicable laws, rules, ordinances and regulations;
- Knowledge of MS Office Applications;
- Knowledge and ability to develop and administer department budgets;
- Skill in program/policy development and implementation and effective oral and written communication;
- Skill in establishing/maintaining effective communication and working relationships at all levels;
- Skill in contributing to diversity by fostering a climate of multicultural understanding;
- Ability to operate a motor vehicle in a safe and legal manner;
- Ability and willingness to work weekends and evenings when appropriate or needed;
- Pertinent federal, state, city and college rules and regulations, particularly fire code, handicapped persons accessibility requirements, as well as OSHA, and Health Department requirements;
- Active and innovative problem solving;
- Relate effectively with a wide diversity of students, faculty, staff, and community members with tact, patience and respect;
- Collaborative conflict resolution skills;
- Analyze situations in a manner that results in the adoption of an effective course of action; and
- Ability to communicate, orally and in writing, in a professional manner when dealing with students, faculty, staff and external clients.

PREFERRED QUALIFICATIONS AND COMPETENCIES:

- Five years supervisory experience
- Experience working in a health care or higher education institution
- Experience working in a union represented environment

WORK ENVIRONMENT:

This position will be exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; and outside weather conditions.

CONDITIONS OF EMPLOYMENT

- Must submit to and successfully pass a Criminal History Check.
- Must be able to lift and/or move up to 25lbs.
- The employee must be able to walk, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl.

APPLICATION PROCEDURE

Preliminary screening will begin **June 22, 2009**. The official Highline application is available on the Highline Community College website: <http://www.highline.edu/admin/hr/job> . Application materials may be emailed to jobs@highline.edu, faxed to: (206) 870-3773 or mailed. Should you decide to e-mail or fax your materials to us, you must also submit original documents by mail to:

**Human Resources
Highline Community College
PO Box 98000, M/S 99-200
Des Moines, Washington 98198**

Please submit the following materials as a complete package:

- A letter of application that addresses your qualifications as they relate to the skills, abilities and qualifications set forth in this announcement;
- Official Highline Community College application form, <http://www.highline.edu/jobs> ;
- Current résumé;
- References - names, addresses and phone numbers of at least three individuals who are familiar with your qualifications as they relate to this position, one of whom must be a recent supervisor; and
- A one page response to the following:

Please describe your commitment to diversity and how diversity contributes to multicultural understanding and appreciation. How have you contributed to a diverse work place, and what insights have you gained as a result of personal and/or professional experience?

To learn more about Highline Community College, its mission, culture and classes, visit www.highline.edu.

All materials submitted become the property of Highline Community College and cannot be returned. Personal copies need to be made prior to submitting application materials to the Human Resources Department. The Human Resources Office does not provide copying services. Any corrections, modifications, or changes relating to this positions announcement will be posted online at www.highline.edu/jobs and in the Human Resources Office, Building 99, Highline Community College. **THE COLLEGE:**The College, established in 1961, is nationally and internationally recognized as a premier community college. This reputation has been earned through the development of an institutional culture that values innovation, globalization of curriculum, and community participation. Highline is one of 34 community and technical colleges in Washington.

The main campus is perched on a hill overlooking beautiful Puget Sound and the Olympic Mountains, and is located on an 80-acre wooded site in the Pacific Northwest, 20 minutes south of downtown Seattle. With more than 10,000 students and 300,000 alumni, Highline is one of the state's largest institutions of higher education and the oldest community college in King County. Faculty and Staff number more than 1,200, including approximately 140 full times faculty and 350 part-time instructors. For more information about Highline Community College, its mission, programs, degrees, pre-college, basic education and other training programs, please visit our web-site at www.highline.edu.

HIGHLINE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR AND OPERATES UNDER AN AFFIRMATIVE ACTION PLAN. THE COLLEGE STRONGLY ENCOURAGES QUALIFIED MEN AND WOMEN OF ALL RACES, RELIGIONS, AND ANCESTRY; DISABLED AND VIETNAM ERA VETERANS; AND PERSONS OF DISABILITY TO APPLY. APPLICANTS WITH DISABILITIES WHO REQUIRE ASSISTANCE WITH THE RECRUITMENT PROCESS WILL BE ACCOMMODATED TO THE EXTENT REASONABLY POSSIBLE. TO REQUEST ACCOMMODATIONS CALL (206) 878-3710 EXTENSION 3220 OR TTD FOR THE HEARING IMPAIRED AT (206) 870-4853.

If hired, you will be requested to provide proof that you are either 1) a U.S. citizen, or 2) an immigrant whose status permits you to lawfully work in this country.