



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Wallace Drive Campus

Created on: 3/25/2025
Revised on: 3/25/2025

Job Title	Salary Schedule	Grade	Job No.
Director of Capital Projects and Operations	C2		AD9937
Reports To	FLSA Status	Grant Funded	Tenure Track
VP of Capital Projects	Exempt	No	No

JOB SUMMARY: The Director of Capital Projects and Operations is responsible to the Executive Vice President for planning, organizing, and directing the coordination and implementation of Capital Projects. The Director supervises Plant Facilities including all buildings and grounds to provide a safe comfortable environment for students, faculty, and staff. The individual is responsible for supervision of maintenance and repair activities, contracted services, and housekeeping services and ensures the physical operation of the college meets budgetary and strategic objectives.

QUALIFICATIONS:

- ◆ Bachelor's* degree in architecture, construction management, engineering, building trades, or related field from an approved U.S. Department of Education accredited institution with at least five (5) years' experience in construction project management **OR** An associate's degree in architecture, construction management, engineering, building trades, or related field may be accepted with ten (10) years of experience in construction project management **required**
- ◆ Three (3) years of supervisory/administrative experience in institutional maintenance or related field **required**
- ◆ Experience with State of Alabama Large and Small Public Works projects *preferred*
- ◆ Knowledge of materials, methods, equipment, and practices used in maintenance, construction, and cleaning operations
- ◆ Experience in operational and strategic planning as well as budget development
- ◆ Ability to effectively communicate ideas and information in written and oral format

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Association of Physical Plant Administrators (APPA) Certificate – Certified Educational Facilities Professional (CEFP)
- ◆ Project Management Institute (PMI) Certificate – Project Management Professional (PMP)
- ◆ 10-Hour Occupational Safety and Health Administration (OSHA) Safety Certificate
- ◆ Ability to exercise effective leadership with diverse groups in a community college environment
- ◆ Ability to understand and follow oral and written instructions and to keep accurate records and detailed reports
- ◆ Ability to establish and maintain effective working relationships with college employees and external agencies
- ◆ Amiable personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective communication and interpersonal skills

DUTIES:

- ◆ Collaborate with the Executive Cabinet to ensure that capital projects meet the needs and expectations of the educational programs and services in support of the college's mission
- ◆ Plan, organize and oversee capital projects
- ◆ Contribute to strategic planning by evaluating and projecting future facilities needs
- ◆ Recommend design of parking and traffic patterns to facilitate traffic flow on campus
- ◆ Ensure the building maintenance, housekeeping, landscaping, and all other systems are operational and appropriate for the needs of the campus
- ◆ Serve as budget manager and maintain records/schedules, for all departments within Plant Facilities
- ◆ Facilitate effective communication both internally and externally ensuring all stakeholders are kept abreast of the status of projects
- ◆ Effectively train, supervise, and evaluate the performance of assigned staff
- ◆ Work with College staff on physical accommodations (ADA)
- ◆ Coordinate disposal of hazardous material college-wide and the associated record keeping/reporting.
- ◆ Prepare presentations and other relevant material
- ◆ Comply with all policies of the ACCS Board of Trustees & System Office
- ◆ Adhere to Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) compliance and specialty accreditation compliance of all programs/services in assigned division/department
- ◆ Perform other duties as assigned

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Frequent standing, walking, bending, and climbing; occasional work in confined spaces or at heights
- ◆ **Manual Dexterity:** Regular use of standard office equipment and tools necessary for facility inspections, such as measuring devices and power tools
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 50 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential to coordinate with staff, contractors, and external partners

Work Environment:

- ◆ **Setting:** Primarily in an office environment with regular visits to indoor and outdoor campus facilities, construction sites, and mechanical areas
- ◆ **Travel:** Occasional travel may be required to attend meetings, conferences, or off-site training

- ◆ **Schedule:** Standard work hours are expected; however, flexibility is necessary to address emergencies, oversee projects, and accommodate college needs
- ◆ **Interaction:** Regular collaboration with various departments, faculty, staff, contractors, and external partners

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date