

Facilities Director

at Northwest Florida State College

Position: Facilities Director
Department: Business Operations
Hours: Full-Time
Classification: Administrative II
Salary: \$55,967.00-\$94,940.00
Location: Niceville Campus
FLSA Status: Exempt
Application Deadline: Review of applications will begin immediately.
Position will remain open until filled.



The individual assigned to this position assumes duties and responsibilities which require electronic accessibility for college business during non-college operating hours and/or when off campus during regular duty hours. The individual filling this position is expected to play a positive leadership role in helping the College effectively manage change.

Qualifications

- Associate's degree required, Bachelors preferred in a Construction Engineering related field.
- Must have ten (10) years' experience in multiple fields of construction; must be certified as a State Fire Safety Inspector (Municipal) by the State of Florida Fire Marshall; must have successfully completed a minimum of 200 hours at the Florida State Fire College with 40 additional hours of Fire Science every three (3) years to maintain certification as Fire Safety Inspector; the plans examiner must be licensed by the Building Code Administrators and Inspectors Board and is regulated by Chapter 468, part XII.
- XII, Florida Statutes; the Building Code Inspector must be licensed by the Building Code Administrators and Inspectors Board and is regulated by Chapter 468, Part XII Florida Statutes.
- Applicants without the required qualifications must be able to obtain the necessary certifications within 18 months.

Duties and Responsibilities

The Facilities Director position is directly accountable to the Vice President for Business Operations for the following duties and responsibilities:

- The Facilities Director is responsible for the administration or supervision of plan review, inspection and enforcement for compliance of the Florida Building Code and federal, state or local requirements in the areas of building/structural, plumbing, mechanical, electrical, gas, fire prevention, energy and accessibility. The Building Code Administrator is regulated by Chapter 468, Part XII, Florida Statutes.
- The Facilities Director inspects construction for compliance with the Florida Building Code and state or local construction requirements. The Building Code Inspector must be licensed by the Building Code Administrators and Inspectors Board and is regulated by Chapter 468, Part XII, Florida Statutes.
- The Facilities Director determines whether plans submitted to obtain a building permit comply with the Florida Building Code and federal, state or local construction requirements. The Plans must be licensed by the Building Code Administrators and Inspectors Board and is regulated by Chapter 468, Part XII Florida Statutes.
- As the State Certified Fire Safety Inspector (Municipal), the incumbent will be responsible to ensure that the architectural and engineering designs and specifications comply with all Florida State Fire Marshall's rules and regulations and are in accordance with the National Fire Protection Association guidelines as found in and NFPA1 and NFPA101 manuals. The Fire Safety Inspector will also conduct the occupancy inspection for compliance with the aforementioned guidelines.

Duties and Responsibilities - *continued*

- The incumbent will maintain weekly reports for each construction project, which will include construction progress, weather, injuries, vandalism damage, etc. This report will be maintained in the Administration Office of the Senior Vice President and the Building Code Administrator's office.
- The incumbent will take photographs and videos for each construction project to represent the progress, construction details of any important procedures, and other special construction matters. These photographs and videos will be maintained in the Building Code Administrator's office.
- The incumbent will attend all pre-construction and construction meetings and conferences.
- The incumbent must be qualified to inspect, but not be limited to, the following: 1.) Building materials to verify they meet specifications , 2.) Earth density tests and results , 3.) Concrete samples and test results , 4.) Placement of reinforcement materials prior to concrete placement , 5.) Witness concrete placement, 6.) Inspect random bolt torque, roof deck welds, and bar joist welds, 7.) Check for correct metal stud gauge , 8.) Check piping for correct size and materials , 9.) Check transformers for compliance with electrical engineer's specifications , 10.) Check mechanical (air conditioning/heating for compliance with specifications), 11.) Witness tests of mechanical equipment , 12.) Witness tests on fire sprinkler systems , 13.) Witness the proper function of each and every component, in the fire alarm system, 14.) Witness hydrostatic tests for water and sewer systems , 15.) Witness State elevator inspections during elevator tests, including riding on top of the elevator with the inspector , 16.) Review pay requests from contractor to check if requirements have been met for each draw, and 17.) Conduct occupancy inspection.
- The Facilities Director and the Facilities Planner will work as a team in order to keep each other informed of database changes in remodeling, construction, change orders, future capital improvements, project priority, code changes, etc.
- This position will act as the College Safety Officer responsible for performing annual safety inspections at all campus locations.
- This position will monitor expenditures and pertinent records of renovation and maintenance projects. Estimate labor and materials, plan schedule and provide direct supervision on all approved projects of college facilities.
- Supervise all assigned renovations and projects personnel. Assign jobs, coordinate leave, monitor training programs and guide and direct personnel in all projects and duties required to complete college goals and missions.
- As a part of the college's risk management tool annual mandatory compliance training is required.

Apply Now

Provide a complete application package that includes **all** of the following:

- NWF State College Application
- A cover letter explaining why you consider yourself qualified for this position
- Resume
- Copies of unofficial transcripts. *(All degrees must be from a regionally-accredited postsecondary institution.)*

To apply for this position, please visit our website: <https://nwfs.interviewexchange.com>, or Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850-729-5365). NWFSC offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant grievance should be addressed to the Human Resources Director. NWF State College prohibits any form of discrimination on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, pregnancy, genetic information, gender identity, sexual orientation or gender in any of its programs, services, or activities. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWF State College is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace.

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