Job Description

Job Title:	Associate Vice President, Facilities and Construction	**Grade:**	P
Department:	Facilities Services	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plans, directs, and oversees the operational and budgetary activities of the Facilities Services and Construction Divisions to include plan services, security, inventory management, distribution services and design/construction. Coordinates assigned activities with other divisions, departments, and outside agencies. Provides highly responsible and complex administrative support to the Executive Vice President.

Characteristic Duties and Responsibilities:

1. Plans, directs, oversees, and participates in the development of divisional work plans to include all construction projects and plant services operations. Assigns work activities to Directors and Supervisors.
2. Monitors work flow and work products, results, methods and procedures.
3. Serves as primary contact to the internal and external community on capital planning and construction.
4. Supervises and participates in the development and administration of the plant services and construction project budgets. Monitors and approves expenditures as necessary.
5. Develops, plans, and participates in the implementation of divisional goals. Initiates and recommends actions to accomplish these objectives. Actively participates in strategic planning and goals setting activities pertaining to the assigned areas of responsibility.
6. Coordinates division activities with other divisions, departments and outside agencies. Serves as the primary representative for the college with the Office of State Construction, Mecklenburg County agencies, other licensing and funding agencies as necessary.
7. Provides staff assistance to the Executive V. P., confers and advises professional staff regarding areas of responsibility and college-wide issues. Prepares and presents various reports and other necessary correspondence.
8. Supervises and participates in the development of RFPs, bids, contracts and proposals for construction and services. Negotiates and administers contracts with outside vendors, architects and others. Acts as the liaison with construction management firms. Oversees their performance and coordinates their services.
9. Review projects and contracts for compliance and take appropriate actions to resolve discrepancies.
10. Develops, implements and evaluates programs and strategies designed to create and maintain safe, functional, secure, clean and orderly facilities to ensure efficient and economical operation.
11. Analyzes problems, trouble-shoots and identifies alternative solutions, project consequences of proposed actions and implements recommendations in support of accomplishing desired results.

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12. Selects, trains, motivates, and evaluates personnel. Provides for or coordinates staff training and professional development; counsels with employees to correct deficiencies in performance; implements disciplinary and termination procedures if necessary.
13. Acts on behalf of the Executive Vice President in his/her absences.
14. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Executive Vice President

Direction Given: Management of the operation of a major function with activities typically coordinated through administrative personnel above the level of first-line supervisors or through persons having mid- to upper-level management or professional responsibility

Minimum Requirements:

Master's degree from an accredited college or university and six years of progressively responsible management experience in different phases of Auxiliary or Facilities Services, College Administration or general business operations

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of facility management and/or auxiliary services principles and practices
Knowledge of construction rules and regulations for compliance
Knowledge of RFP and bidding process, contractual terms and conditions
Knowledge of accounting/finance rules and regulations as mandated by federal and state agencies
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
Ability to negotiate terms of contracts
Ability to respond to common inquiries or complaints from internal or external customers, regulatory agencies, or members of the business community
Ability to write and speak effectively and make presentations
Ability to work with mathematical concepts such as probability
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
Ability to define problems, collect data, establish facts, and draw valid conclusions
Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
Knowledge and understanding of community college operations, especially CPCC
Demonstrate ability to work in a team
Supervisor/ leadership skills
Proficiency with office software and equipment

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Working Conditions:

Typical office environment; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; infrequently exposed to outdoor environmental conditions and hazards at a construction site; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences

The intent of this job 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.