Job Description

Job Title:	Comprehensive Facilities Management Contract Administrator (CFMC)	**Grade:**	M
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:

This position is responsible for directing and approving the work performance by the CFMC Service Provider. It includes the approval of all proposals, invoices and other submittals from the CFMC Service Provider. It has overall responsibility for the performance of the CFMC Service Provider.

Characteristic Duties and Responsibilities:

1. Directs and supervises three subordinate positions.
2. Manages the CFMC within the budget parameters established by CPCC and contract terms.
3. Directs and coordinates the CFMC Service Provider to ensure compliance with contract requirements and to receive maximum value for CPCC.
4. Reviews and approves all invoices, proposals and other service provider submittals.
5. Authorizes service providers to perform pre-priced line items and other non-fixed fee work as needed.
6. Reviews construction and other facilities related projects.
7. Coordinates the work of the service provider with all CPCC activities and events.
8. Other duties as assigned

Reporting Relationships:

Direction Received: Reports to the Director Facilities Management

Direction Given: Direct line supervision of assigned staff

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. July 2012

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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in a related field and 4 years' of job related experience.

Knowledge, Skills, Abilities and Worker Characteristics:

Experienced in facilities maintenance and operations

Expertise in building systems operations

Demonstrated ability to establish and maintain effective working relationships with a variety of contractors and vendors

Excellent leadership skills

Superior communications skills

Computer literacy and ability to read and understand architectural and engineering plans and specifications

Working Conditions:

Moderate physical effort required – climbing, standing, bending, stooping, reaching, kneeling and routine discomfort from to moderate levels heat, cold, noise, and air pollution.

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