



## NOTICE OF VACANCY

### Executive Director of Facilities Management

**REPORTS TO:** President

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Executive Director of Facilities Management (EDFM) will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

Reporting to the College President, the EDFM is a key member of the President's Executive Leadership Team and serves as the senior executive officer responsible for the strategic leadership and management of all facilities management activities throughout the Mississippi Delta Community College District. The EDFM directs facilities, planning and operations, including but not limited to construction/renovation projects, custodial services, grounds, maintenance, facility operations, energy conservation and sustainability services, transportation, and warehouse services.

More specifically, the EDFM is responsible for the following:

### DUTIES AND RESPONSIBILITIES

- Approve and prioritize work order requests and determine appropriate strategies (in-house vs. outsourcing)
- Assimilates programmatic facility needs expressed by college administrators and ensures communication of the College's capital project requirements to the Board of Trustees through the President by directing and coordinating the preparation of the College's annual capital appropriations request.
- Assist in development and implementation of facilities master planning including plans for buildings, grounds, equipment, furniture, and facilities maintenance including deferred maintenance, preventative maintenance, and replacement schedules
- Assist in Facilities Management staff selection, training, work assignment, supervision, and evaluation; and keeps up-to-date records on each employee
- Communicate with vendors, contractors, and state/county inspectors regarding Facilities Management operations and activities, materials, specifications, scheduling, and college policies and procedures
- Develop and prudently manage the annual operating budget for Facilities Management; and monitor and control expenditures to comply with budget constraints; maintain an accurate and current list of applicable inventories
- Develop strategic energy plans and lead the implementation team to achieve state and federal goals for energy conservation; and monitor and control energy management and other computerized systems
- Develop, implement, and supervise an on-call system for Facilities Management personnel; respond to all on-call and emergency situations (as needed)
- Ensure safe operation and proper care in the use of equipment and supplies; develop and assure preventative maintenance of college vehicles and equipment and promote continuous improvement of workplace safety and environmental practices

## DUTIES AND RESPONSIBILITIES (cont.)

- Ensures compliance with the College's institutional mission by establishing goals and objectives, reviewing and approving departmental plans, designing systems of effective control to achieve expected outcomes, and evaluating progress towards goal accomplishment in the Division of Facilities Management
- Ensures that all College capital construction projects are effectively managed by assuming ultimate responsibility for the completion of capital construction projects to specifications, on schedule, and within the project budget established by the Board of Trustees.
- Facilitates the appropriate growth and development of the physical plant of the College, consistent with its mission, by developing a long-range, yet sufficiently detailed, campus master plan designed to satisfy the College's academic and support requirements either through new construction or renovation of existing facilities.
- Implement improvements to college facilities and related systems that increase efficiency, expand functionality, and decrease operating costs
- Maintain and inventory appropriate levels of routine parts and supplies
- Maintain compliance with all local, federal, and state regulations governing all divisional units.
- Maintain comfortable, safe and attractive facilities with a minimal level of deferred maintenance that provides outstanding support for the learning and work environment
- Maintain physical security and access control processes
- Maintain records on equipment and maintenance activities
- Meet with staff regularly to plan, develop and implement programs and support services in assigned areas of responsibilities; implement and participate in staff development activities for Facilities Management employees to ensure appropriate training on equipment, methods, procedures, and techniques
- Monitor, compile, and prepare annual and periodic reports on divisional operations (including but not limited to MS Department of Finance and Administration's Bureau of Building reports, MS Public Service Commission – Natural Gas Reports, OSHA, etc.).
- Order repair parts, maintenance and custodial equipment and supplies as needed
- Oversee national, state and local regulatory compliance in all manners of facility operations
- Prepare and implement preventative maintenance and hazardous substance removal plans and requests
- Prioritize and schedule Facilities Management projects in order of priority and date received to ensure deadlines are met; coordinate and supervise a daily, weekly, monthly, quarterly, and annual building and landscape Facilities Management schedule as appropriate
- Provide facility support for all college locations including existing and future expansion of regional learning centers
- Review equipment and supply needs; budget, requisition, and purchase items or services necessary to support the overall Facilities Management operations of the College
- Review plans and specifications for new facilities and altering of existing facilities
- Serve as a liaison with construction project managers and architects on major capital construction and renovation projects
- Serve as a member on college committees (as needed); meet on a regular basis with instructional and institutional administrative/management personnel for planning, idea sharing, issue resolutions, operational communications, etc.; confer with the appropriate administrator in planning major Facilities Management projects
- Supervise maintenance and repair work on college facilities and equipment
- Support office relocations of furniture and equipment

## **DUTIES AND RESPONSIBILITIES (cont.)**

- Support set-up and tear-down for college events in corporate services and other areas
- Track status of assigned tasks and/or projects until completion
- Perform other duties as assigned by the President

## **MANDATORY QUALIFICATIONS**

- An Associate's degree from a regionally accredited institution. Relevant work experience may be considered as a substitute for the degree.
- Minimum of three years relevant work experience in a construction/facility management environment
- Minimum of three years of significant supervisory experience required
- Ability to collaboratively and effectively work with all campus constituents and promote a high level of customer service within facility operations required
- Ability to lead the management of multiple and complex projects within tight schedules and deadlines required
- Demonstrated planning, technical, budgetary, supervisory and human relations skills required

## **DESIRABLE QUALIFICATIONS**

- Bachelor's degree from a regionally accredited institution.
- Minimum of five years relevant work experience in a construction/facility management environment

## **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to develop, carry out, explain, interpret, and enforce policy
- Ability to establish and maintain effective working relationships with internal and external personnel at all levels; manage internal resources effectively.
- Ability to maintain confidentiality
- Demonstrated experience with research standards/ethics
- Experience with project management, including budget planning, and data management systems
- Experience in programmatic or regional accreditation activities
- Skilled in quantitative (descriptive, correlational, comparative, and experimental) and qualitative (interviews, focus groups, case studies, content analysis) research methodologies—preferably within the context of higher education
- Verifiable ability to function as both a leader and a team member
- Working knowledge of commonly-used educational computer applications and services (e.g., Excel, statistical packages, database retrieval, Ellucian Banner, etc.)
- Written and interpersonal communication skills

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

## PHYSICAL DEMANDS (cont.)

The employee must occasionally lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires some travel and working some evenings and weekends.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

## TERMS OF EMPLOYMENT

This is a Full-time, 12-months, Exempt, and Non-Teaching Professional (NP) position

## SALARY

**\$75,000.00-\$90,000.00- based on experience**

## APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

- MDCC Employment Application Form (**online only**)
- **Unofficial** College Transcript(s)
- Current Resume
- Valid Driver's License
- Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## DEADLINE

**Internal/External– April 23, 2026 at 5:00 p.m.**