

Miles Community College  
**Facilities Manager**

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**Department:** Physical Plant

**Job Status:** Full Time

**FLSA Status:** Exempt

**Reports To:** VP of Administrative Services & HR

**Amount of Travel:** Minimal Travel Required

**Positions Supervised:** AAC Facilities Technician, Maintenance Technician, Custodians, Work Study Students, and community service persons.

## **ESSENTIAL FUNCTIONS**

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Mission Fulfillment Statement**

The Facilities Manager plays a vital role in supporting Miles Community College's mission to provide accessible, high-quality education and promote lifelong learning. By ensuring a safe, well-maintained, and functional campus environment, the Facilities Manager contributes to the success of our students, faculty, and staff. This position directly supports the college's commitment to excellence in education, community engagement, and fostering an inclusive, welcoming space for learning and growth.

### **Essential Functions Statement(s)**

#### ***Leadership & Supervision***

- Oversee the maintenance, safety, and efficiency of all campus facilities, ensuring compliance with regulatory and institutional standards.
- Supervise, train, and evaluate facilities staff, creating schedules and checklists to ensure consistent performance and accountability.
- Coordinate with college employees to address maintenance needs promptly and effectively.

#### ***Planning & Budget Management***

- Prepare and manage the Physical Plant budget, ensuring ethical, efficient, and strategic allocation of resources.
- Assist in the development and implementation of the Facilities Master Plan to align long-term campus planning with the college's strategic goals.
- Continuously evaluate maintenance operations to identify opportunities for increased efficiency, cost savings, and sustainability.

#### ***Operations & Maintenance***

- Ensure all campus facilities are clean, safe, and in proper working order for public and private use.
- Inspect buildings and equipment regularly to prevent defects and ensure optimal operation.
- Oversee work order management, assigning and tracking staff completion.
- Develop and monitor schedules for HVAC maintenance, painting, and flooring projects.

#### ***Property, Equipment & Compliance***

- Maintain and control supplies, equipment, and inventory, ensuring proper acquisition, use, and disposal practices.
- Manage motor pool fleet operations, including scheduling maintenance, coordinating repairs, and planning for replacements.
- Handle procurement of necessary supplies and equipment, submitting requests for approval as required.
- Maintain MSDS and other compliance documentation per state and OSHA requirements.
- Solicit bids from suppliers and contractors for assigned projects.

### ***Other Duties***

- Perform additional Physical Plant responsibilities as assigned by the Vice President of Administrative Services & Human Resources or the College President.

### **POSITION QUALIFICATIONS**

#### **Competency Statement(s)**

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Change Management - Communicates change effectively.
- Business Acumen - Understands basic business practices.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion - Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment - Assesses annual performance and works closely with the institutional research and enrollment management team.

## SKILLS & ABILITIES

**Education:** Bachelor's Degree preferred in Facilities Management, Engineering, Construction Management, Business Administration or related field. Associate Degree may be considered with extensive, relevant experience in building management or facilities operations.

**Experience:** Minimum of 3 years of experience in building or facilities management, including supervisory responsibilities. Demonstrated organizational skills and a strong background in maintenance operations.

## Certificates & Licenses

Must be able to obtain a Montana State Boiler Operators license within one year of hire. Must hold or be able to obtain a Montana State Commercial Driver's License.

## Other Requirements

Ability to stand for extended periods and work on floors, stairs, ladders, and scaffolding. Ability to routinely lift and carry objects weighing up to 50 pounds. Strong interpersonal and communication skills to maintain positive public relations with users of Miles Community College facilities.

**REVIEWED BY** (SUPERVISOR SIGNATURE) \_\_\_\_\_

**DATE** \_\_\_\_\_

**REVIEWED BY** (EMPLOYEE SIGNATURE) \_\_\_\_\_

**DATE** \_\_\_\_\_

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.