



Director of Building and Grounds
Salary: \$60,000-\$65,000

Clinton Community College, a member of the State University of New York, is situated on the shores of Lake Champlain with panoramic views of the Adirondack Mountains and the Green Mountains of Vermont. The College's mission is to provide educational opportunities in an inclusive and safe environment that empowers individuals to create their own paths to personal and professional growth. The College strives to be diverse in ways that reflect the world in which we live and work. By being intentional about creating a strong climate of mutual respect and inclusiveness, we recognize that learning experiences will be broader, richer, and more meaningful for all members of our community.

The Director is directly responsible to the President. Position responsibilities include leadership and supervision of Buildings and Grounds personnel and the care and maintenance of all College buildings, grounds, equipment, and vehicles. This is a twelve-month professional position. Some evening, night, and weekend work is required.

Responsibilities:

1. Direct, supervise, and evaluate all buildings and grounds personnel.
2. Maintain proper levels of safety and comfort for all College facilities and grounds.
3. Lead and participate in the preparation and administration of work and project schedules.
4. Implement and manage a preventative maintenance/upkeep program, which includes space, facilities, equipment, and grounds.
5. Participate in the planning, pricing, organizing and implementation of approved facility modifications as well as new facility developments.
6. Provide direct supervision of capital projects.
7. Prepare and administer a comprehensive annual budget for the department, including purchase of needed supplies and equipment in accordance with the purchasing policies of the College.
8. Develop inventory and replacement schedules for college equipment and vehicles within the scope of the department's responsibilities.
9. Implement and deliver training for department personnel in the effective, efficient, and safe use of equipment and supplies.
10. Administer safeguards and ensure compliance with all college, local, State and Federal laws, and regulations, (i.e., Right-to-Know, OSHA, etc.) as they apply to the area and the College.
11. Maintain records of personnel, equipment, supplies, safety compliance, contracts, and surveys within the scope of the department.
12. Supervise emergency and callback work to abate facilities maintenance problems including snow removal, storm damage, or other emergencies affecting the college building and grounds.
13. Provide on-call coverage for facilities and grounds.
14. Prepare reports as requested.
15. Other duties as assigned as by the President.

Minimum Qualifications:

Associate's degree required, Bachelor's preferred.

Knowledge, Skills, and Abilities:

The person holding the position should have experience as a supervisor and as a manager/administrator of a Building and Grounds program. Thorough knowledge of modern maintenance practices and procedures; high level of planning and organizational skills; experience in directing and evaluating staff; commitment to communicating with all staff and interested parties; working knowledge of mechanical systems; working knowledge with grounds requirements and experience with budgeting, purchasing procedures, and record management; knowledge of pertinent rules and regulations. Good physical condition commensurate with the demands of the position.

To apply:

The search will remain open until filled. Please send a letter of application, resume, and an application available here: [Microsoft Word - Professional Application 2017 \(clinton.edu\)](#)

Please email your application materials to:

hr.recruiting@clinton.edu

Clinton Community College
136 Clinton Point Drive,
Plattsburgh, New York, 12901

Clinton Community College, a member of the State University of New York System, is an Equal Opportunity/ Affirmative Action employer and complies with ADA requirements. Consistent with the Americans with Disabilities Act, applicants needing reasonable accommodations during the employment process should advise HR as necessary.