



## FLETCHER TECHNICAL COMMUNITY COLLEGE

### **Manager of College Operations and Public Safety**

The Manager of College Operations and Public Safety is responsible for managing and administering the college-wide facilities, grounds, physical plant, transportation, and public safety programs in support of the efficient and effective operations of the institution. This position oversees infrastructure programs essential to the fulfillment of the institution's mission and strategic plan.

- Plans, organizes, implements, and coordinates the college-wide maintenance program to include, but not limited to, general maintenance, specialized maintenance, repair of college property, and the repair and general upkeep of college buildings.
- Serves as a hands-on supervisor performing general maintenance, custodial, grounds, and repair tasks on a daily basis to include but not limited to painting, minor carpentry, minor electrical, minor plumbing, ceiling tile replacement, lawn care, and door hardware replacement
- Responsible for activities associated with organizing, maintaining, and repairing utilities, HVAC, chiller equipment, and other items essential to the effective and efficient operations of institutional facilities.
- Oversees and implements all activities pertaining to college grounds, including, but not limited to, improvement plans, landscaping, and irrigation.
- Manages and implements the college-wide custodial program.
- Responsible for overseeing all environmental safety and health programs to include risk mitigation, program improvements, and trainings.
- Coordinates required inspections and testing to include, but not limited to, elevator inspections and fire drills.
- Manages permitting activities relating to federal, state, and local regulatory agencies.
- Partners with college administrators to oversee, and coordinate, facilities, grounds, construction, remodel, and renovation projects to include, but not limited to, supervising external vendors, monitoring project budgets, maintaining schedules, and ensuring the successful achievement of project scopes.
- Assists the Director of Procurement in coordinating and reviewing cost estimates, RFPs, bids, and technical documents associated with operational and public safety projects.
- Reviews all plans and specifications for construction projects to ensure compliance with college and governmental standards.
- Coordinates and implements all major relocation of offices and programs.
- Performs campus inspections to identify maintenance and repair needs.
- Implements and monitors the development of institutional preventative and deferred maintenance plans.
- Maintains accurate records of operational documents to include, but not limited to, specifications, warranties, and blueprints.
- Assists in the development of documents related to the operational, facilities, and public safety aspects of the strategic plan and accreditation process.

- Develops, updates, and implements public safety, emergency response, and recovery plans.
- Direct, administer, and oversee the college-wide public safety program to include, but not limited to, supervising external security vendors, trainings, emergency drills, security systems, security cameras, and building access.
- Responsible for providing a community oriented public safety program focused on the success of the college's stakeholders.
- Ensures emergency response, and the appropriate follow-up, to all incidents.
- Partners with student affairs and members of the college's administration to assist in ensuring compliance with the Cleary Act.
- Responsible for ensuring the proper opening and closing of institutional buildings to include, but not limited to, door access and maintaining proper security protocols.
- Develops, monitors, and maintains budgets.
- Ensures exceptional customer service and a timely response to all departmental requests.
- Leads, supervises, and coaches departmental employees.
- Serves on, and participates in, college committees and work groups as assigned.
- Responds to emergencies and alarms as needed.
- Other duties as assigned by supervisor.

**Qualifications:** Bachelor's degree with 3 years' experience with one year at the supervisory level; Bachelor's degree may be substituted with an Associate's degree plus 5 years' experience. Experience serving a wide variety of customers and/or employees; problem solving and crisis management experience; ability to read and interpret documents such as safety rules and blueprints; ability to analyze situations accurately and adopt effective courses of action; ability to manage a workforce; ability to prioritize requests; and ability to effectively communicate with individuals through multiple methods.

**Preferred Qualifications:** 3 years' of supervisory experience; customer service management experience; operations management experience; related experience in a state and/or educational institution; experience serving organizations with multiple locations; experience supervising cross-functional teams; emergency and disaster response experience; automated building systems experience; experience working with vendors and community organizations; experience with quality improvement processes; and experience developing deferred maintenance programs.

**Reports To:** Vice Chancellor for Finance & Administration

**ADA Requirements:**

- Must be able to read and follow written instructions and assembly instructions.
- Must have experience operating weed eaters, riding lawn mowers & tractors; up to 60 hp, with finish mower, sickle blade, grader blade & bush hog attachments..
- Must be able to lift up to 50 lbs; i.e. moving file cabinets or desks and up to 50 lbs i.e. moving cases of copy machine paper or computers on a routine basis.
- Must be able to bend over and squat on a routine basis; i.e. picking up paper or painting base boards.
- Must be able to stand and be on feet for long periods of time.

- Must be able to climb and work off of ladders and scaffolds.
- Must have valid Louisiana driver's license and clean driving record.
- Must be available to work various shift schedules.

**Fletcher Technical Community College is an Equal Opportunity Employer** in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them.

**Title IX Coordinator:**

Director of Human Resources (985)448-7929 or (985)448-7930  
1407 Highway 311  
Schriever, LA 70395

Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

[hr@fletcher.edu](mailto:hr@fletcher.edu)

or

**Fletcher Technical Community College  
Human Resources  
1407 Highway 311  
Schriever, LA 70395**

Application Instructions can also be located at [www.fletcher.edu](http://www.fletcher.edu) under Employment.