DIRECTOR OF FACILITIES MANAGEMENT AND PLANNING  
(POSITION NO. FA045)

J. Sargeant Reynolds is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and surrounding counties. Annually, our three campuses serve over 20,000+ credit students and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years, we have educated more than 300,000 people in the Richmond area. Additional information is available at the College’s Website: www.reynolds.edu.

The College is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. This position will be assigned to the Department of Facilities Management and Planning.

**TYPE OF APPOINTMENT**  
Full-time twelve-month faculty ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: $64,660 – $129,672; Approximate starting salary: $96,000.

**QUALIFICATIONS REQUIRED**  
Graduation from an accredited college or university with major studies in engineering or a related field. Extensive knowledge of the administration and management of facilities planning, building construction and renovation, building maintenance of large physical plant facilities; and grounds maintenance programs. Considerable knowledge of budget management and procurement processes. Considerable knowledge of building safety, ADA compliance, and utility usage/management. Demonstrated ability to serve as technical advisor to executive staff regarding college construction and maintenance operations, to develop long-range goals and objectives; and to provide status reports and presentations. Demonstrated ability to plan, direct and manage a complex, campus-wide program of facility planning and development; supervise and direct the work of technical staff; and coordinate activities among other college departments/organizational units. Demonstrated ability to establish priorities; and schedule work based on seasonal needs and funds available; to utilize an automated maintenance request system. Demonstrated ability to communicate effectively, orally and in writing; and to operate a personal computer using current Microsoft software packages. The selected candidate will be required to complete the Commonwealth’s Statement of Economic Interest, and must successfully pass the college’s pre-employment security screening. A fingerprint-based criminal history check will be required of the finalist candidate. Valid driver’s license required.

**QUALIFICATIONS PREFERRED**  
Masters level degree is preferred, or an equivalent combination of training and experience indicating possession of the preceding knowledge, skills and abilities may substitute for this education requirement. Experience in the supervision of a large technical workforce is also preferred. Professional engineer’s license desired.

**POSITION RESPONSIBILITIES**  
The Director of Facilities Management and Planning directs all facets of facility planning, construction, renovation, maintenance (buildings and grounds) and parking operations at the College. Directs all programs of buildings and plant maintenance repair, custodial services, grounds maintenance, skilled trade services, renovation projects, new construction and related contract administration. Provides technical advice, support and assistance to college officials. Ensures compliance with building code requirements and other local, state and federal jurisdictional requirements. Supervises college-wide parking services operation for a multi-campus community college. Oversees all administrative and financial aspects of the department. Receives general direction from the Vice President of Finance & Administration.

**APPLICATION PROCESS**  
Application reviews will begin **APRIL 30, 2015**. Applications will be accepted until the position is filled.

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website [http://jobs.virginia.gov/](http://jobs.virginia.gov/). For full consideration, the cover letter, curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.

*J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college’s nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu (804) 523-5877.*