



# DIRECTOR OF FACILITIES & MAINTENANCE

The primary responsibility of the director is to maintain effective and efficient operations of campus facilities, identifying facility and mechanical maintenance needs to ensure appropriate action is taken. The director is involved in building/expansion projects, as well as engages in communication with all internal constituents to ensure quick response to critical needs.

## Employer Expectations Overview

CCMS is a community of integrity and excellence comprised of student-focused death care educators and administrators. Our campus culture embraces the expectation that each member of its community govern with conviction in the betterment and service of others. Our team values the institutional mission and the responsibilities entrusted to us, both collectively and individually, to promote expansive knowledge, professionalism, ethical guidance, positivity and support of others.

## Essential Skills and Attributes

A successful candidate and team member brings the following minimum skills and attributes:

- Desire to serve in higher education, specialized in death care professionals
- Support the needs of a diverse community of students, colleagues, and professionals.
- Exercises confidentiality at all times and acts in compliance with federal, state, institutional standards.
- Governs oneself with autonomy, integrity, and reverence for others.
- Holds others accountable for the same standard of integrity and reverence.
- Is flexible with scheduling and has a history of punctuality and excellent employment attendance.
- Ability to observe, analyze, assess, and develop concepts/plans for improvement.
- Possesses a pleasant, approachable disposition and a genuine willingness to help others.
- Displays intentional regard and kindness, ensuring a positive experience for all with each encounter.
- Displays effective and professional communication skills verbally, non-verbally, and electronically.
- Desires to receive instruction, experience professional growth, and act collaboratively as a team.
- Possess excellent organizational skills and the ability to prioritize, multitask, and meet deadlines.
- Willingness to learn new technologies, programs, and processes associated with position
- Punctuality and history of excellent attendance
- Ability to read, translate data, and type fluently with accuracy
- Lifting (up to 50lbs), balancing, pushing/pulling, climbing, and kneeling

## Essential Functions and Job Duties

- Identify current and future facility and mechanical maintenance of campus building(s). Coordinate and communicate with administrators, local/state/federal staffs, tradesmen, technicians, vendors, and other persons in a position to understand maintenance requirements.
- Uphold compliance with local and federal requirements and standards
- Organize maintenance budget, preparing recommendations for expenditures,
- Schedule and coordinate projects with leadership, purchasing office,
- Identify and initiate corrective action and anticipate long-term needs maintenance and facility needs.
- Ensure a safe and comfortable environment and continuous improvement for the educational process by scheduling/performing repairs, maintenance and installation of machines, tools, equipment, and facility systems
- Prioritize work based on facility need and the order in which work requests are received

- Supports educational environmental development and improvements by monitoring equipment, systems, needs and modifications performed internally or by vendors, technicians, workers and contractors
- Maintain inventory control for necessary facility supplies
- Design, implement and modify preventive maintenance programs by reviewing maintenance reports and statistics, by reviewing quality control reports, and inspecting operating machines, equipment and systems for conformance with operational standards
- Direct maintenance operations by identifying requirements, forecasting resources, providing oversight for minor construction projects, capital improvement projects, and daily repair tasks
- Assure timely completion of tasks by providing direction to supervisors, technicians, engineers, and vendors
- Protect students, staff and visitors by maintaining a safe, and equitable educational environment
- Prepare and approve specifications for contracted purchase of replacement parts and new equipment and systems for all areas
- Involved in project planning, new construction, renovation projects and determining specifications, analyses and reviews
- Complies with federal, state and local legal requirements

### **Credentials and Qualifications Required**

- Specialized degree, training, and/or certification(s) in relevant areas of facility maintenance and operations or equivalent job related experience
- Must be a citizen of and/or authorized to work in the United States

### **Reports to**

- Dean of the College

### **FLSA Employment Status**

- Staff Position
- Hourly / Non-Exempt
- Part-time (25 hours per week, Monday-Friday, occasional evening/weekend)
- Eligible for annual merit bonus

This is a general explanation of the nature and level of responsibilities, skill sets, functions, and qualifications necessary to be a successful fit in this position. It is not intended to be all inclusive or be interpreted as an employment contract. Requirements and essential functions are subject to change.

CCMS is an equal opportunity institution and employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. Reasonable accommodations may be made to enable individuals with disabilities to perform the skills required for the essential functions of the job.

[employment@ccms.edu](mailto:employment@ccms.edu)

Cincinnati College of Mortuary Science  
645 W North Bend Rd.  
Cincinnati, Ohio 45224  
(513) 761-2020 [www.ccms.edu](http://www.ccms.edu)