



## Montcalm Community College

Title: <b>Assistant Director of Operations</b>	Department: <b>Facilities</b>
Employee Group: <b>Administration</b>	Employee Classification (if applicable): <b>N/A</b>
Immediate Supervisor: <b>Director Of Operations</b>	Supervises: <b>Facilities Custodial Staff (including Work Study)</b>
Hours: <b>40</b>	EX/NE: <b>Exempt</b>

**General Description:** The assistant director of operations is responsible for ensuring the efficient operation of custodial services, campus facilities, and facilitating effective communication and collaboration among faculty, staff, and external contractors. This position encompasses a broad range of responsibilities, including work order management, training documentation, custodial operations oversight, compliance with safety regulations, and logistical event support and will supervise the day-to-day operations of custodial services. This position will operate as second in command in the case of operations emergencies and will work to execute the vision of the department.

### **Position Duties/Function:**

1. Operate work order management systems inventory, ticket triage and monitoring, preventative maintenance scheduling and other day to day functions.
2. Maintain facilities departmental training delivery and documentation.
3. Oversee daily custodial operations including but not limited to scheduling, cleaning validation, training, documentation, and inventory management.
4. Assist in the maintenance of MCC information retention system including online and hardcopy files of drawings, construction documents, room finish schedules, utility records, and state mandated documents.
5. Collaborate with faculty and staff to provide excellent communication, service, and support.
6. Assist in the scheduling and execution of preventative maintenance work on campus.
7. Be an alternate user of access control system for site security
  - a. Assign alarm codes for all facilities W/ Codes
8. Participate in annual continuing education opportunities in the facilities or operations field.
9. Ensure compliance with local state and federal regulations including OSHA.
10. Assist in the coordination of outside contractor services related to campus projects.
11. Monitor and develop custodial budget.
12. Provide logistical support for all campus events.
13. Perform other duties as assigned by the Director of Operations.

### **Required Qualifications:**

1. Bachelor's degree and other additional applicable certifications a plus.
2. Supervisory experience in the custodial/maintenance field.
3. Knowledge of HVAC and electrical systems, and ground maintenance.
4. Familiarity and comfort with ensuring compliance with MIOSHA health and safety standards
5. Ability to manage departmental operations as part of a larger organization.
6. Good communication skills, verbal and written.

7. Ability to relate well with staff, students, and community.
8. Knowledge and understanding of community college philosophy.

**Benefits:**

Medical, Dental and Vision coverage, high-deductible health plan (some plans fully funded). Long-term disability, Group Term life insurance, vacation, and sick leave. Tuition free study (some limitations) for self and dependents age 25 and under.

<b>REMUNERATION:</b>	<b>\$50,000 - \$60,000 (determined by experience)</b>
<b>APPLICATION DEADLINE:</b>	<b>June 12, 2025</b>
<b>START DATE:</b>	<b>Approximately July 1, 2025</b>
<b>METHOD OF APPLICATION:</b>	<b>Online application at <a href="http://www.montcalm.edu/employment">www.montcalm.edu/employment</a>. Attach your cover letter, detailed resume, transcripts, and three reference letters.</b>

*It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.*