



The Peninsula's Community College

99 Thomas Nelson Drive Hampton, VA 23666 757.825.2998

Announcement of Vacancy

**TRADES TECHNICIAN IV
(BUILDING MANAGER)
PLANT SERVICES
HAMPTON CAMPUS**

Annual Salary: \$32,619– \$48,900
Hours Per Week: 40
Hours of Duty: Monday – Friday, 8:00 AM – 5:00 PM, to include some evening and weekend hours as needed.
Position Number: R0177

DESCRIPTION OF DUTIES: Responsible for overseeing and helping complete the daily operations and maintenance of the Peninsula Workforce Development Center (PWDC) under the direction of the Director of Facilities. Implements and maintains written policies and procedures to include planning and organizing the maintenance and repair functions. Utilizes and develops workflow analysis statistics to track building efficiencies. Maintains Siemens DDC Control System and all Preventive Maintenance Programs. Works with building occupants to understand service requirements, identifying short and long-term facilities issues. Computes and recommends space requirements for personnel, equipment, furniture and storage. Coordinates vendor, contractor and other support as needed to effectively manage building operations. Helps prepare annual budget for the PWDC and is responsible for operating within the approved budget. Prepares detailed financial reports as directed by supervisor.

QUALIFICATIONS REQUIRED: Must possess a valid Driver's License. Must possess a strong customer service and facilities maintenance background. Experience in HVAC maintenance environment. Knowledge of DDC Controls and Systems. Experience in building and facilities management or in a similar management capacity at or above a supervisory or coordinator level. Strong oral and written communication skills. Ability to interpret and administer procedures and program requirements. Knowledge of personal computers and associated software, including MS Office. Ability to establish and maintain effective working relationships and deal effectively and courteously with the public, tenants, contractors, vendors and staff. Ability to work flexible hours including nights and weekends as directed. Ability to write and manage service and small construction contracts as needed. Ability to maintain accountability of expenditures. Ability to

function independently, with limited supervision. Must be able to work at all campus locations. Criminal history and other background checks will be required of the finalist candidate for the position. Satisfactory reference and background checks are a condition of employment.

QUALIFICATIONS PREFERRED: Possess a Virginia State Journeyman Mechanical (HVAC) certification. Outstanding customer service skills. Ability to conduct detailed analysis of program issues and concerns and make recommendations as appropriate. Ability to complete and write detailed reports and studies that include both narrative and numerical information. Strong leadership skills.

APPLICATION PROCESS: You will need to submit an online application for this position by visiting the following web site <http://virginiajobs.peopleadmin.com>. We will only accept applications through this site. Paper copies, fax or e-mail applications will not be accepted. **This position is open until filled.** There is a 5-day minimum posting requirement. Faxed or e-mail applications will not be accepted. Criminal history and other background checks will be required of the finalist candidate for the position. Satisfactory reference and background checks are a condition of employment.

Thomas Nelson Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, religion, national origin, marital status, political affiliation, sexual orientation, gender identity or against otherwise qualified persons with disabilities, or other non-merit factors in its programs and activities.