

Campus Infrastructure Coordinator
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=249330>

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Posted Nov. 21, 2024, set to expire Dec. 19, 2024

Job Title	Campus Infrastructure Coordinator
Department	
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Nov. 21, 2024
Application Deadline	12/19/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Undergraduate Education
Apply Online Here	https://apptrkr.com/5817007
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Job Description	

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Campus Infrastructure Coordinator

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

Truckee Meadows Community College (TMCC), located in Reno, NV provides a high-quality, accessible education to a diverse community, fostering student success and lifelong learning. The

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Campus Infrastructure Coordinator is responsible for overseeing and coordinating all aspects of building construction projects across the campus. This position will assist with selecting and working with architects, engineers, and consultants to create design & bid documents, selecting contractors, reviewing change orders, managing construction and coordinating a variety of processes related to deferred maintenance and capital projects. The role involves meeting with college department representatives and developing scopes of work, budgets and schedules while maintaining standards and code compliance. This includes ensuring compliance with regulations, specifications, contractual agreements, and safety standards. The role involves managing project logistics, coordinating with contractors and stakeholders, conducting inspections, and implementing safety measures.

Key Responsibilities:

- 1. Project Coordination:** Oversee all phases of construction including solicitation of contractors, coordination of plumbing, heating, electrical systems, and ensuring all construction projects comply with architectural and engineering plans.
- 2. Building Construction and Remodeling:** Handle requests for new constructions or renovations, including meeting with stakeholders to develop project parameters, inspecting sites, and preparing cost estimates.
- 3. Supervision and Safety Oversight:** Supervise lower-level coordinators, inspectors, and contractors. Oversee safety inspections, fire and life safety planning, and disaster recovery initiatives. Coordinate fire and life safety inspections, as well as preventive services across all campuses, through external vendor contracts.
- 4. Architectural Design Review:** Ensure that design plans align with stakeholder requirements and comply with all applicable codes and zoning regulations, including ADA standards.
- 5. Field Inspections and Coordination:** Perform periodic inspections to ensure projects adhere to specifications and standards. Plan and coordinate campus moves and event spaces.
- 6. Other Duties as Assigned:** Perform additional tasks as required by the supervisor or department needs.

Supervisory Responsibilities:

Directly supervises Construction Project Coordinator 2 and other staff as assigned.

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Responsibilities include final selection, work assignment, performance appraisal, discipline, and training.

Minimum Qualifications

- Bachelor's degree in Facilities Management, Architecture, Engineering, Business Administration, or a related field from an accredited institution, and two (2) years of relevant experience.

OR

- Associates degree in Facilities Management, Architecture, Engineering, Business Administration, or a related field from an accredited institution, and four (4) years of relevant experience.

OR

- Six (6) years of relevant experience in facilities construction coordination.

Education and Experience:

- Experience in managing large-scale construction projects.
- Strong understanding of construction principles and building regulations.
- Previous supervisory experience in a construction or facilities management environment preferred

Working Conditions:

- This role may require occasional evening or weekend work to oversee projects during off-hours, or respond to project emergency needs.
- Frequent site visits are required, involving exposure to construction environments, and varying weather conditions. Protective gear and adherence to safety protocols are mandatory.

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Candidates must exhibit an appreciation of, a sensitivity to, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds.

Salary and Benefits Information:

Salary: \$70,682 - \$88,353, salary placement will be dependent on education level and years of experience.

Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

Exempt

Yes

Full-Time Equivalent

100.0%

Required Attachment(s)

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Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact humanresources@tmcc.edu.

In order to be given full consideration all of the following must be attached to your application.

- 1) Resume/CV
- 2) Cover Letter
- 3) Contact Information for three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Posting Close Date

12/19/2024

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

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Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Campus-Infrastructure-Coordinator_R0145287

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A



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