

Director of Facilities (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=260510>

Downloaded On: Aug. 5, 2025 11:57am

Posted Aug. 1, 2025, set to expire Nov. 25, 2025

Job Title Director of Facilities (Reg FT)
Department NA
Institution Community College of Allegheny County
Pittsburgh, Pennsylvania

Date Posted Aug. 1, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6416518>

Apply By Email

Job Description

Image not found or type unknown



Director of Facilities (Reg FT)

Position Title: Director of Facilities (Reg FT)

Employment Type: Regular Full-Time

Department: Facilities Management

Campus: South Campus

Additional Information: This position will remain open until filled. However, to ensure consideration

Director of Facilities (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=260510>

Downloaded On: Aug. 5, 2025 11:57am

Posted Aug. 1, 2025, set to expire Nov. 25, 2025

for an interview, please submit your completed application, cover letter, and resume by no later than August 8, 2025. The College cannot guarantee that application materials received after this date will be considered or reviewed.

Benefits:

At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

Remote Work Option: Fully In-Person (May be subject to change)

Work Hours: Additional hours, including evening and weekend hours, may be needed to meet the needs of the department.

Salary Grade: Admin 15 - \$61,303

Job Category: Administrators

Director of Facilities (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=260510>

Downloaded On: Aug. 5, 2025 11:57am

Posted Aug. 1, 2025, set to expire Nov. 25, 2025

Job Slot: 6131

Job Open Date: 7/24/2025

Job Close Date: Open Until Filled

General Summary: This position has college-wide responsibilities (focused at one campus) in administering Facilities operations, including the maintenance, repair, cleaning, and operation of campus buildings as well as the oversight of small alteration projects to provide a clean, safe and comfortable work environment for students, faculty and staff.

Requirements:

Education and Experience:

Associate's degree in a related field and a minimum of five years' experience required; Bachelor's degree in related field preferred. Must have training in one of the trades (i.e. HVAC, Plumbing, Electrical, etc.). HVAC, electrical, plumbing, carpentry and mechanical system experience and knowledge. Prior supervisory experience is required.

Licensure, certification, registration or other requirements:

Certifications in one or more of the trades or related would be beneficial.

KNOWLEDGE, SKILLS, AND ABILITIES:

Skills and Abilities to:

- Prioritize
- Strong and clear communication
- Organizational, leadership and decision-making skills
- Sound judgement, patience and decisiveness

Duties:

1. Directs the safe and efficient operation and maintenance of all facilities - buildings and grounds -

Director of Facilities (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=260510>

Downloaded On: Aug. 5, 2025 11:57am

Posted Aug. 1, 2025, set to expire Nov. 25, 2025

across the College.

2. Oversees the optimal operation of all building systems including but not limited to plumbing, HVAC, electrical, controls, fire alarm, fire suppression.
3. Directs and supervises maintenance and housekeeping staff, including prioritizing projects and preparation of schedules.
4. Supports Facilities Management Project Managers and AVP and VP of Facilities in planning, coordinating and supervising larger construction projects, capital improvements and maintenance repair projects, at their respective campuses and centers.
5. Serves as a college-wide expert in a trade (i.e. HVAC, Plumbing, Electrical, etc) and leads or supports related projects accordingly.
6. Works with the Facilities Business Manager and the AVP and VP of Facilities to prepare and administer the physical plant operations budget.
7. In collaboration with, and with the support of, ITS and other CCAC departments and staff, utilizes required software and cloud-based applications, including, but not limited to, work order systems (preventative maintenance and requested work orders), energy management, safety data sheet info and other related apps.
8. Recruits maintenance and custodial personnel consistent with proper hiring practices and union agreements. Provides staff training as needed. Continually provides assessment of performance to assure quality feedback and optimal performance. Performs annual appraisals of staff as required by the College.
9. Schedules and monitors performance of contractors that are providing services to the college.
10. Reads and interprets engineering/architectural drawings and schematics.
11. Works with Safety/Security Directors to plan, implement, monitor and enforce fire, safety and security regulations, as may be related to College facilities, in compliance with applicable codes, regulations, laws and ordinances.
12. Maintains records and keeps current required permits, component warranties, licenses and building guarantees and bonds as required.

Director of Facilities (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=260510>

Downloaded On: Aug. 5, 2025 11:57am

Posted Aug. 1, 2025, set to expire Nov. 25, 2025

13. Initiates, updates and distributes status reports relating to the Facilities activities, goals and accomplishments.

14. In collaboration with the Director of Environmental Health and Safety, supports all aspects of a healthy and safe campus including supporting important training for Facilities staff.

15. In collaboration with the Director of Energy and Sustainability, monitors utility consumption and ensures efficient use of utilities; supports and contributes to a range of sustainable and energy savings College initiatives.

16. Develops specifications for the purchase of services. Reviews and approves materials to be purchased.

17. Performs other duties as required or as assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances, which are available [here](#).

To view the full job posting and apply for this position, go to:
<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1788>

Contact Information

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

Contact

NA

Community College of Allegheny County

Director of Facilities (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=260510>

Downloaded On: Aug. 5, 2025 11:57am

Posted Aug. 1, 2025, set to expire Nov. 25, 2025

,