

Vice President of Facilities

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We're Hiring

COME JOIN OUR TEAM

College Overview

Bergen Community College is an award-winning, comprehensive community college. More students graduate with associate degrees and certificates from Bergen than any other college in New Jersey. Located in northeastern New Jersey just minutes from New York City, Bergen's main campus in Paramus features vast physical resources including the Technology Education Center (opened 2003), the region's only Health Professions Integrated Teaching Center (opened 2016) and the cutting-edge STEM Student Research Center (opened 2019). With two additional locations, one in Hackensack (Ciarco Learning Center) and the other in Lyndhurst (Bergen Community College at the Meadowlands), Bergen provides high quality educational services and programs throughout the county to more than 19,000 credit and non-credit students.

Since its founding in 1965, more than 740,000 students have taken classes at Bergen, with countless others visiting for community and cultural events. The College boasts an accomplished faculty, cutting-edge facilities and opportunities for cultural awareness, civic-engagement and service-learning. Initiatives in the science, technology, engineering and mathematics (STEM) fields have uniquely prepared Bergen students as the next generation of STEM innovators.

Graduating students use Bergen's reputation as a top community college to propel them to institutions nationwide - including all eight Ivy League colleges. Students in career programs enter the workforce in a wide variety of fields, from healthcare to information technology and culinary arts. Bergen graduates earn the highest salaries among the state's two-year institutions, even out-earning peers from some four-year colleges.

Bergen is a leader among its peer institutions. In 2019, Bergen was awarded the \$12 million NJ Health Works grant from the U.S. Department of Labor to lead a consortium of partners to expand and enhance apprenticeship programs for more than 5,000 New Jersey residents. Partners include 14 New Jersey community colleges and healthcare partners such as CVS Health and the RWJBarnabas Health system.

Bergen Community College remains proud of its ethic of care for its students, faculty and staff and invites applications from those wishing to join a community of professionals dedicated to student success.

Department/Division Introduction:

The Facilities Division provides mission-critical services for the College at its Paramus campus, Lyndhurst and Hackensack locations. Responsible for the operation, maintenance, and repair of all existing college facilities, the division strives to enable the college to carry out its overall mission by continually improving the quality of our services to meet the College's needs. From custodial operations, repairing building systems and providing heat and air conditioning, maintaining the College's grounds, to providing expertise on the design and construction of new work areas and buildings, the division is deeply involved in the life and mission of Bergen Community College.

Position Summary/Job Description:

The Vice President of Facilities provides leadership on strategic and operational matters, has excellent planning and assessment skills, successful experience leading organizational change, and can work effectively within a collegial, participatory culture. Directly reporting to the President, the Vice President plans, directs, and oversees the operational and budgetary activities of the following departments: Physical Plant and Grounds, Custodial Operations, Campus Planning and Improvements, Environmental Health and Safety, and Administration. The individual will provide highly responsible and complex administrative services to advance the mission of the institution and to foster collaboration with the President, Executive Team, and facilities staff. The Vice President of Facilities will provide critical facilities insight, support, and leadership to effectively address the short- and long-term institution facilities priorities.



Major Responsibilities:

- Serve as the strategic leader for Physical Plant and Grounds, Custodial Operations, Campus Planning and Improvements, and Environmental Health and Safety, aligning the departments' work with institutional priorities guided by the College's strategic plan, its mission/vision/values, and the goals of the President and Board of Trustees.
- Develops, plans, and participates in the implementation of college-wide goals. Initiates and recommends actions to accomplish these objectives. Actively participates in strategic planning and goal-setting activities pertaining to assigned areas of responsibility.
- Plan, direct, oversee, and participate in the development of college-wide work plans to include all construction projects and facilities services operations while working collaboratively with campus business offices, facilities leaders and other relevant departments.
- Serve as the primary contact to the internal and external community on facilities management, capital planning, and construction. Review projects and contracts for compliance and take appropriate actions to resolve discrepancies.
- Measure the performance of people, teams, and organizations, and assess performance and progress with a focus on team building within an environment that promotes superior customer service; lead with an ethic of care.
- Participate in robust assessment of continuous improvement initiatives that integrate institutional, statewide, and accreditation perspectives.
- Serve as the primary representative for the College with relevant state agencies.
- Lead, supervise, and guide in the development of RFPs, bids, contracts, and proposals for construction and facilities-related services. Negotiate and administer contracts with outside vendors, architects, and others.
- Perform other duties, as assigned or required.

Qualifications:

- Bachelor's degree from an accredited college or university in construction management, facilities management, business administration, or related field required; Master's degree preferred.
- A minimum of 7-10 years of responsible management experience in different levels of facilities services, construction, college administration, or similar work environment.
- Other skills/abilities:
 - Knowledge of facility management and/or auxiliary services principles and practices.
 - Knowledge of construction rules and regulations for compliance.
 - Knowledge of RFP and bidding process and contractual terms and conditions.
 - Knowledge of accounting and finance rules and regulations, as mandated by federal and state agencies.
 - Ability to negotiate terms of contracts.
 - Effective interpersonal, verbal, and written communication skills.
 - Demonstrated ability to work effectively on a leadership team.
 - Experience with computerized administrative systems and proficient with the use of standard office software and equipment.

Review of applications:

Applications are encouraged by May 31st and will continue to be reviewed until the position is filled.

To Apply:

For full consideration please send resume, cover letter, salary expectations and a list of three professional references to employment@bergen.edu.

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disabling condition, marital status, affectional or sexual orientation, gender identity and expression, veterans status or other non-job related criteria. Equal employment opportunity includes, but is not limited to, recruitment, hiring, retention, tenure, promotion, transfer, compensation, fringe benefits and other terms and conditions of employment in accordance with state laws and regulations.