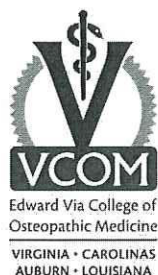


Position Description



Job Title: Senior Regional Director for Facilities and Grounds Management- All VCOM Campuses.	
Department: Operations	Date: October, 2025
FLSA: Exempt	Work Location: All VCOM Campus
Employee Category: Administrative Staff	Work Schedule: M-F, 8-5 for 15 days per month in Blacksburg and/or S.C. camps. One week per month dedicated to traveling to VCOM's additional 2 Campuses where the employee will travel and/or work M-F 8-5.
Reports to: Vice President for Operations and Facilities	Percent Employment: 100%
Direct Reports: None	

I. Job Summary:

The position is responsible for a wide range of duties with the major duty to inspect and provide the appropriate maintenance of all HVAC systems across the four VCOM campuses and assuring all systems are kept in an optimal state. The position also performs other Facilities Management duties to assist the VP, including but not limited to oversight of various projects (project management) that occur on campuses from time to time, inspections of facilities and grounds on each of the four VCOM campuses in four states (Va. La., Alabama, and S.C.), reporting any facility and grounds issues to the VP and resolving those that can be addressed during the on-site visits. The person in this position assists the VP to assure all building policies are up to date and enforced across the VCOM campuses in order to assure the quality, continuity, and efficiency of college operations with an emphasis on effectiveness and compliance.

Duties also include assisting with the occasional patching and painting of facilities when needed. The position may be called upon at times to assist with set-ups and breakdown for major events. The position assists the VP with inspections from time to time to assure the overall safety and security of the facilities. The person in this position also assists the VP in assuring all building policies are up to date and enforced across the VCOM campuses to assure the quality, continuity, and efficiency of college operations with an emphasis on effectiveness and compliance.

II. Job Duties:

- **HVAC Inspections and Maintenance:** Perform repairs, preventive and other routine maintenance of all HVAC systems across the four VCOM Campuses, to include monthly visits to each campus.
- **HVAC General Duties:**
 - Perform preventative maintenance, repairs, and filter changes when appropriate.

- Monitor all HVAC systems to ensure that the systems are operating at proper and expected levels of efficiency. If issues arise with any portion of the HVAC system that cannot be resolved internally, the Senior Regional Director, or designee, will contact the HVAC repair vendor to set up a visit to resolve the issues.
- Participate in training courses to remain updated in the general knowledge of HVAC systems over time, to assure the routine of HVAC maintenance and repairs.

2. Facilities Management Oversight:

- Routine monthly “walk through inspections” to assure all VCOM buildings and grounds are in good condition with procedures being followed for no deferred maintenance and preventative maintenance is being followed.
- Inspect and assure plumbing to assure inspections and repairs are being performed for plumbing maintenance including but not limited to water coolers, restroom fixtures (sinks, toilets, drains, etc.), ice machines, water lines, water heaters, and other plumbing.
- Inspect and assure all maintenance, repairs, and installations of electrical fixtures/components are occurring, including light fixtures, receptacles, panel boxes, junction boxes, ballasts, and other electrical components.
- Participate in training courses from time to time for facilities management and to assure to remain educated in the performance of maintenance and repair for minor plumbing and electrical issues where needed.

3. Grounds Management Oversight:

- Inspect the campus grounds while on monthly “Facilities and HVAC visits” to assure all grounds are in good condition from both a safety and beauty perspective.
- Perform a walk-through of the external campus to assure no deferred maintenance of external buildings or grounds is occurring, reporting all concerns to the VP.
- Assure all safety and security policies and procedures are being followed as applied to grounds and report any concerns to the VP.

4. Safety/Security:

- Monitor, enforce, and prevent code violations as listed by OSHA as it pertains to building, HVAC, electrical, plumbing, and fire codes.
- Assist in conducting and assessing campus fire drills.
- Take significant role in campus safety and safety inspections.

5. Service: Monitor the Facilities Helpdesk to ensure all maintenance tasks are addressed and completed in a timely manner.

6. Contractors: Coordinate and review work of contract vendors as needed

7. Perform other duties as assigned from time to time to include but not limited to assisting with the occasional patching and painting of facilities when needed, assisting with set-ups and breakdowns for major events, assisting the VP with inspections from time to time to assure the overall safety and security of the facilities and grounds.

8. **Policy and Procedure Review:** The person in this position also assists the VP in assuring all building policies are up to date and enforced across the VCOM campuses to assure the quality, continuity, and efficiency of college operations with an emphasis on effectiveness.

III. **Required Qualifications:**

Education: Associates Degree or higher preferred.

A minimum of education and certification in HVAC systems.

Education and certification in Facilities Management preferred and/or a plus in consideration.

A history of facilities and campus management in higher education also preferred.

Ability to gain knowledge of and to apply procedures to meet the laws and requirements for Higher Education that are related to Campus Operations and Safety.

Experience:

- Experience with HVAC systems including installation and repair.
- Education and experience in facilities management with ability to monitor multi-story facilities on different campuses. (Certification preferred).
- Ability to prioritize and organize work tasks, with attention to detail; ability to work without supervision and make independent decisions.
- Ability to identify and perform repairs on several types of electronic and mechanical equipment.
- Ability to closely follow procedures and enforce all building policies.
- Ability to work as part of a team to include working with supervisor and to work as a supervisor to with the goal of ensuring the best quality of customer service is offered.

Other skills important to this position

- Excellent interpersonal and communications skills
- Strong collaborator
- Commitment to company values
- Experience with HVAC, and other facilities equipment.
- Possess the attitude, judgment, skills, habits, knowledge, and mental fitness associated with solving problems encountered in the workplace.
- Must be detail-oriented, fast-paced, organized, and can work in a multi-task environment requiring an elevated level of accuracy.

Preference will be given to candidates who possess knowledge, experience and certifications in HVAC, electrical, and/or plumbing, and facilities with experience and preference will be given to candidates who possess Facilities Leadership - Management training/education such as BOMI/BOMA and/or college degree.

The successful candidate will be subject to a criminal history background check. Regular, reliable or predictable attendance is a required function of the job as well as ability to travel monthly.

- IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is occasionally required to sit; use hands and vision for office and work equipment such as computers and various tools; talk or hear; moderate telephone usage. The employee must be capable of lifting and/or move up to 50 pounds unassisted, frequent walking, standing, squatting, kneeling, bending, climbing of ladders, and working overhead. Ability to access remote work areas such as roofs and ceilings. The employee will be required to work outdoors frequently in all types of weather.

Ability and willingness to participate as needed in on-call rotation and be available for emergencies

Work environment: Primarily in non-office environments. Outside travel is required 25-40% of time at other VCOM campuses. The noise level in the work environment is often noisy consistent with working on mechanical equipment.

This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgment and discretion regarding matters of significance.

Employment with VCOM is “at-will.” This means employment is for an indefinite period and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. **VCOM core values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. The VCOM faculty/staff are also expected to as a VCOM employee to be a person who follows all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all others engaged in the duties of the employment, with mutual respect.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change

in direction of the institution may change the duties of my department or the need for the position.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures, and I agree to follow the policies and procedures as written.