

Facilities Operations Project Manager
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=249326>

Downloaded On: Nov. 21, 2024 8:34pm

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

| | |
|-----------------------------|---|
| Job Title | Facilities Operations Project Manager |
| 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) | Facilities/Maintenance/Transportation |
| Apply Online Here | https://apptrkr.com/5816973 |
| Apply By Email | |
| Job Description | |

Image not found or type unknown



Facilities Operations Project Manager

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

Facilities Operations Project Manager Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=249326>

Downloaded On: Nov. 21, 2024 8:34pm

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

Facilities Operations Project Manager at TMCC is responsible for overseeing and managing our campus infrastructure deferred maintenance and operations projects. This role is key to maintaining and enhancing our facilities, ensuring they meet the needs of our students, faculty, and staff.

Responsibilities:

- Lead the project life-cycle phases of facilities operations and deferred maintenance projects across various campus locations.
- Coordinate with internal departments, external contractors, and consultants to ensure project goals are met within scope, budget, and timeline constraints.
- Develop contracts, project scopes, and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Manage detailed project plans to track progress, resources, and expenditures.
- Ensure compliance with all local, state, federal regulations, and Nevada System of Higher Education (NSHE) purchasing/contracting requirements, as well as adherence to safety standards and building codes.
- Conduct risk management to minimize project risks and address unforeseen challenges promptly.
- Serve as the primary liaison for project communications, providing regular updates to senior management and key stakeholders.
- Oversee the procurement of contractors and materials, ensuring competitive bidding and quality deliverables, in accordance to NSHE purchasing/contracting requirements.
- Foster a collaborative team environment, directly managing vendors/contractors and facilitating cross-departmental coordination.
- Evaluate project outcomes upon completion, reporting on successes and lessons learned to improve future projects.

Minimum Qualifications

- Bachelor's degree in Project Management, Engineering, Construction Management, Business Administration, or a related field from an accredited institution, and four (4) years of relevant experience in facilities project management.

OR

- Associates degree in Facilities Management, Engineering, Business Administration, or a related field from an accredited institution and six (6) years of relevant experience

Facilities Operations Project Manager Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=249326>

Downloaded On: Nov. 21, 2024 8:34pm

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

OR

- Eight (8) years of relevant experience in facilities project management.

Preferred Qualifications

1. Excellent organizational and project management skills.
2. Strong communication and interpersonal skills for negotiating and working with various stakeholders.
3. Analytical skills for effective problem-solving and decision-making.
4. Proficiency in construction-related software (CAD, BIM).

5. Skills and Competencies:

- Vendor/Contract management skills.
- Knowledge of building HVAC systems, building maintenance, custodial management, and mechanical operations.
- Ability to effectively communicate project goals, progress, and changes to all involved parties.
- Ability to manage projects, budgets, prioritize tasks, and meet deadlines.
- Strong negotiation skills to resolve conflicts with vendors or team members and to secure favorable terms in contracts.
- Ability to convey complex technical information clearly and concisely to nontechnical stakeholders.
- Excellent skills in engaging with stakeholders, including senior management, vendors, contractors, and team members.

Facilities Operations Project Manager Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=249326>

Downloaded On: Nov. 21, 2024 8:34pm

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

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: \$78,777 - \$98,471, 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)

Facilities Operations Project Manager
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=249326>

Downloaded On: Nov. 21, 2024 8:34pm

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

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.

Facilities Operations Project Manager Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=249326>

Downloaded On: Nov. 21, 2024 8:34pm

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

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/Facilities-Operations-Project-Manager_R0145241

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.

jeid-f88ab09319a13941803ec3248055b956

Contact Information



Facilities Operations Project Manager
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=249326>

Downloaded On: Nov. 21, 2024 8:34pm

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

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

Contact

N/A

Truckee Meadows Community College

,