Position Title: Director of Facilities and Safety

Department: Infrastructure

Work Type: Full Time, 1.0 FTE

FLSA: Exempt

Term of Employment: July 1-June 30

Compensation Band: Grade 20

Annual Salary Range: 61,272-87,359

Initial Placement Salary: To be determined based on qualifications, experience, and internal equity

Organizational Relationship: Reports to the Executive Director of Infrastructure; supervises Facility and Safety staff.

Location: Tillamook, OR

Initial Review Date: November 17, 2026

College and Area Information:

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon, the county seat of Tillamook County. The County has a population of 26,000, and TBCC serves nearly 2,000 students per year.

Tillamook is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are just a short drive away. Tillamook County is nestled between the coast mountain range and the Pacific Ocean, with many bays and rivers for fishing and water sports. The area is also home to several craft breweries. Tillamook has small-town appeal with a friendly feel and is ready to be home to your next career and adventure.

Vision, Mission, and Values:

Vision: TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

Mission: TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

Values: Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

Relationship-Oriented, Innovative, Student-Centered, Equitable, Scholarly Excellence

TBCC Equity Statement:

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment.

TBCC strives for equity and inclusion; committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

Director of Facilities and Safety

The Director of Facilities and Safety is responsible for overseeing the daily operations, maintenance, and safety of all College facilities and grounds. This position provides leadership and direction for facilities maintenance, custodial services, campus safety, security, and emergency preparedness. The Director is responsible for maintaining safe, secure, clean, and functional campus environments; managing building systems and maintenance programs; coordinating contractors and vendors; and ensuring compliance with applicable safety regulations and College policies. The Director also develops and maintains emergency procedures, conducts safety inspections and training, coordinates emergency response activities, and manages the College's safety and security programs. Reporting to the Executive Director of Infrastructure, the Director supervises assigned staff and ensures the effective delivery of facilities and safety services in support of the College's operations and mission.

Key Responsibilities:

Department Leadership and Operations

- Lead and manage the Facilities and Safety functions, including facilities maintenance, custodial services, grounds, campus safety and security, and emergency preparedness.

- Provide direction, priorities, and performance expectations for assigned staff; support employee development, accountability, effective communication, and a collaborative, service-oriented work environment.
- Establish and maintain department procedures, service standards, preventive maintenance practices, inspection schedules, and work-request processes.
- Develop annual work plans, departmental goals, and performance measures; recommend continuous improvements.
- Oversee the operation, maintenance, inspection, repair, and upkeep of College buildings, grounds, parking areas, infrastructure, and building systems, including HVAC, electrical, plumbing, lighting, elevators, access controls, fire and life-safety systems, and automated building controls.
- Direct preventive and corrective maintenance programs; prioritize routine, urgent, and emergency work based on risk, operational needs, available resources, and College priorities.
- Oversee custodial services, cleanliness standards, floor and carpet care, waste and recycling practices, custodial supplies, and building readiness for classes, meetings, and events.
- Oversee grounds maintenance, storm and weather response, and College vehicles.
- Manage key and access-credential control, space setup, and facilities support for College events and activities.
- Coordinate vendor and contractor work; review service quality and performance; ensure work is completed safely, on schedule, and in accordance with contract expectations and applicable requirements.
- Coordinate shared-facility operations at the Partners for Rural Innovation Center with partner organizations in accordance with College agreements and direction from the Executive Director of Infrastructure.

Safety, Security, and Emergency Preparedness

- Lead and administer the College's campus safety and security program in coordination with the Executive Director of Infrastructure and other College leadership.
- Develop, maintain, communicate, and implement safety policies, emergency action plans, continuity-of-operations plans, and all-hazards response

procedures, including earthquake, tsunami, severe weather, fire, and lockdown scenarios.

- Plan and coordinate emergency preparedness activities, drills (including Great ShakeOut participation), safety training, incident response, and follow-up corrective actions across all College locations.
- Serve as the College's primary liaison with Tillamook County Emergency Management, the Tillamook Fire District, the Tillamook County Sheriff's Office, and other local, state, and federal emergency response and regulatory agencies.
- Chair the College Safety Committee.
- Serve as the College's Clery Act Compliance Officer, including preparation and dissemination of the Annual Security and Fire Safety Report, maintenance of the daily crime log, and issuance of timely warnings and emergency notifications.
- Administer campus security systems and related procedures, including access control, door schedules, lockdown protocols, cameras, alarms, and mass-notification systems, in coordination with Information Technology and other College personnel.
- Ensure compliance with Oregon OSHA, fire and life-safety codes, ADA accessibility requirements, hazardous materials and Safety Data Sheet management, and other applicable federal, state, and local regulations.
- Conduct or coordinate safety inspections, incident and injury investigations, hazard assessments, fire prevention activities, required training, documentation, and reporting, including reporting to the College's insurance carrier as required.

Budget, Planning, and Collaboration

- Assist the Executive Director of Infrastructure with departmental budgets, forecasts, purchasing plans, and resource allocation; monitor expenditures; recommend operating and capital needs.
- Support planning for facility renewal, deferred maintenance, equipment replacement, building-system upgrades, energy efficiency, and long-term maintenance needs.

- Support capital and remodel projects by coordinating with architects, contractors, and College staff on scheduling, access, safety, and operational impacts.
- Work collaboratively with faculty, staff, students, College leadership, contractors, partner organizations, and visitors to resolve facilities and safety concerns and maintain effective working relationships.
- Perform other duties as assigned by the Executive Director of Infrastructure.

Skills, Knowledge, and Abilities:

- Demonstrated ability to lead, supervise, organize, and evaluate staff and coordinate multiple operational functions.
- Knowledge of facilities operations, building systems, preventive maintenance, custodial services, grounds, and contractor/vendor coordination.
- Knowledge of workplace safety, campus security, emergency management, incident response, and risk-management practices, including applicable Oregon OSHA, fire, life-safety, and accessibility requirements.
- Knowledge of Clery Act reporting requirements or the ability to acquire it promptly.
- Ability to interpret and apply policies, procedures, codes, standards, and regulatory requirements within the scope of the position.
- Ability to develop operational plans, establish priorities, manage competing demands, and make sound decisions during routine and emergency situations.
- Ability to assist with budget development, monitor expenditures, evaluate service needs, and make resource recommendations.
- Strong written, verbal, interpersonal, and organizational communication skills, including the ability to prepare clear reports and maintain accurate records.
- Ability to handle sensitive information and challenging situations with discretion, professionalism, sound judgment, and appropriate confidentiality.
- Ability to establish and maintain effective working relationships with individuals from diverse backgrounds and across a range of roles and responsibilities.
- Ability to use computers and common workplace applications (Microsoft 365) and learn College systems for work orders, access control, reporting, and communications.

- Commitment to customer service, continuous improvement, teamwork, equity, and a safe and welcoming learning environment.

Qualifications:

Minimum Qualifications

- Bachelor's degree in facilities management, engineering, construction management, emergency management, public administration, or a related field; or an equivalent combination of education and relevant experience.
- At least five years of progressively responsible experience in facilities operations, safety, security, or emergency management, including at least two years supervising staff.
- Valid driver's license and ability to travel between College locations.
- Ability to meet a flexible work schedule, including occasional evenings, weekends, and on-call response to emergencies.
- Must pass a pre-employment criminal history background investigation.

Preferred Qualifications:

- Experience in a college, school district, or public-sector environment.
- Experience overseeing both facilities operations and safety/security programs.
- Experience with Clery Act compliance and reporting.
- FEMA Incident Command System and NIMS training (IS-100, IS-200, IS-700, IS-800) or willingness to complete within the first year.
- Oregon OSHA or OSHA 30-hour coursework; experience with hazardous materials management.
- Professional certification such as Certified Facility Manager (CFM), Facility Management Professional (FMP), or Certified Protection Professional (CPP).
- Experience with building automation, access-control, and camera systems.
- Experience with public procurement and contract administration.
- Bilingual in English and Spanish.

Working Conditions:

Work is performed in offices, mechanical spaces, and outdoors in all weather at all College locations. The position requires walking, climbing, bending, and occasionally lifting up to 50 pounds; exposure to cleaning chemicals, mechanical equipment, and

noise; and regular on-site presence. The Director is on call for facilities and safety emergencies and may be required to respond outside normal business hours.

Benefit Information:

TBCC provides excellent benefits, including medical, dental, and vision insurance, as well as paid leave, long-term disability, and accidental death insurance. Paid leave includes vacation, sick, holiday, and personal leave. TBCC pays all contributions to Oregon PERS, the employer and the employee portion. Tuition waivers are available for eligible employees, spouses, or dependents. Optional benefits include flexible spending, health spending, additional life insurance, and other supplemental insurances, as well as 403(b) retirement accounts.

Equal Opportunity Employer:

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation, or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non- discrimination should contact Human Resources, 4301 Third Street, Tillamook, Oregon, Phone (503) 842-8222 ext. 1026.

Application Information:

To apply, go to tillamookbaycc.edu/jobs and click on the application link. Complete application packets will receive first consideration. The submission of all required application materials is the responsibility of the applicant. Please respond via email with a cover letter, resume, and application indicating proof of your ability to meet the above job description and a minimum of three references to hr@tillamookbaycc.edu.