Director, Facilities Management

Job Code 00001287

General Description
Responsible for ensuring that the customers of the Facilities Department receive quality services either directly through Facilities Department staff or outside resources, while maintaining the fiscal integrity of the Facilities Department.

Examples of Duties
Select and charge quality teams with process improvement projects and monitor process.
Delegate work requests, planning and scheduling of vehicle preventing maintenance and repairs.
Review monthly vehicle costs per mile, mpg and general expenditures on vehicles.
Periodically review work scheduled with team members, assisting with priorities.
Monitor conditions through inspections.
Delegate purchasing, receiving and warehousing operations.
Monitor progress through growth of total inventory and quarterly spot inventory results.
Assist in setting priorities for purchases over $1000.
Assist in approving selection of consultants for engineering and design services, such as roofing, architectural and mechanical renovations.
Prepare reports for the Assistant Vice President summarizing expenditures in various categories.
Review and approve service requests for ISS support of PPMMS.
Review IDT and vehicle maintenance reports.
Develop major maintenance list for E&G projects.
Coordinate collection of data and compiled lists with estimates for these projects.
Prepare annual report for board of regents on completed projects valued above $10,000.
Review expenditures and encumbrance reports produced by accounting.
Approve expenditures above delegated limits.
Prepare budget justification for capital expenditures, new positions, reclassifications and related budgetary activities.
Assist Assistant Vice President in preparation of annual budgets and analysis of budget expenditures.
Develop strategic initiatives related to water resources for the university.
Coordinate collection of data and compile reports to the Edward Aquifer Authority, such as Drought Management Plan and Well registrations.
Coordinate work of consultants planning new water resource projects.
Assist supervisory staff with personnel issues, advising and approving actions.
Review and recommend contracts concerning water resources.
Hire new staff by preparing job announcements, selecting interview teams, reviewing applications and conducting interviews.
Conduct orientation and training of new staff members.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** word processing, spreadsheets, and database applications; university policies; university budgeting procedures and accounting methods; basic HVAC, plumbing, electrical and building construction concepts; federal and state laws and agency rules and regulations; computer networks, database software and computer hardware; warehouse principles; of surveying principles.

**Skill in:** working as a member of teams and committees; supervising staff; mediating disputes with employees; working with parents, students, faculty and staff to resolve problems.

**Ability to:** read and interpret budget ledgers and specifications; review and approve time sheets; prepare reports, letters and proposals regarding department workload; compose memos; develop formulas for spreadsheets; use basic math and algebraic equations to calculate square footage, volumes and estimates of materials.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**