Assistant Director, Facilities Management

Job Code 50013072

General Description
Responsible for providing administrative duties to the internal staff and outside contracts related to the planning, coordination and completion of all activities pertaining to planned and preventative facilities maintenance.

Examples of Duties
Authorize and prioritize projects and determine method of completion.
Review and approve requested projects for maintenance or new construction and delegate to maintenance shop or special project staff as appropriate.
Provide management of maintenance and construction activities for simultaneous multiple projects throughout campus.
Review progress of campus construction projects to determine acceptable quality of construction and adherence to University Standards of Construction to facilitate future maintenance.
Assist the Director in emergency and deferred maintenance projects, establishing project parameters pertaining to scheduling and budgetary constraints.
Assist Director of Facilities Management in the preparation of budgets by projecting and estimating expenditures generated by the Facility Focus Work Request system.
Monitor expenditures of Facilities O&M accounts.
Assist the Director of Facilities Management in long range planning of departmental objectives.
Review all incoming Facility Focus Customer Requests to Facilities shops from the campus community.
Assist the Director with the preparation of reports and facts in relation to various project issues.
Provide assistance to the Associate Vice President for Facilities as requested in regards to current or future projects.
Coordinate work of Facilities’ shops with that of outside contractors and consultants to ensure efficient work flow and solve problems.
Interview, hire, discipline, recommend promotion or dismissal, evaluate, counsel employees both professionally and personally and maintain employee files.
Supervise and evaluate staff.
Conduct and attend both scheduled and unscheduled meetings to solve problems and/or deficiencies in construction.
Direct Facilities Management staff in the Director’s absence.
Perform other duties as assigned.
Knowledge, Skills, and Abilities

Knowledge of: Trade principles concerning electrical, HVAC steam and plumbing system requirements; engineering principles; electrical and mechanical theories; ADA regulations; building codes and industry standard construction practices; related external governing agencies; basic principles of insurance, business, and personnel management; basic accounting principles.

Skill in: establishing rapport with clients; working as a team member; interacting courteously with hostile members of the public; problem solving and decision making; public speaking; drawing.

Ability to: interpret and understand blueprints, schematics, legal and technical documents; compare and verify columns of numbers; prepare reports, letters and proposals; perform intermediate math; explain work problems and technical material to supervisor and subordinates; negotiate successfully; accomplish multiple tasks.

Educational Experience
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