TEXAS STATE UNIVERSITY
The rising STAR of Texas

Associate Vice President, Facilities

Job Code 00001580

General Description

Responsible for directing the Facilities Department and for the operation and maintenance of facilities, production and distribution of utilities, custodial services, grounds maintenance, vehicle fleet operations, work management, and all construction on campus.

Examples of Duties

Coordinate the planning and scheduling of major Facilities Department efforts.
Manage and direct daily operation and maintenance of facilities, grounds maintenance, custodial services, production and distribution of utilities and construction.
Authorize all expenditures related to the Facilities Department.
Ensure all aspects of Facilities Department personnel management comply with state and federal laws and University rules and regulations.
Develop and implement energy conservation program to meet consumption reduction goals.
Through Construction Director work with architectural engineers and contractors on new construction and renovations.
Prepare and approve all budgets for Facilities Department activities.
Monitor and control expenditures within approved limits.
Supervise and manage facility maintenance and renovation at Aquarena Center.
Provide technical support for water management of the lake.
Plan resource utilization to ensure continuous electric and water supply.
Perform other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: campus facilities and infrastructure; air conditioning and steam systems; carpentry, plumbing, and electrical practices; personnel policies and purchasing procedures; OSHA, HESHAP, NIOSH, and Texas Health and Safety Code.

Skill in: public presentations; preparing letters, procedures, and reports; resolving disputes; motivating employees.

Ability to: understand blueprints and schematics; understand policies and procedures; interpret and apply complex legal and technical documents; perform engineering calculations; explain technical material.

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