Director, Facilities Operations

Job Code 00001513

General Description
This position is responsible for production and distribution of utilities that support the Texas State University Campus along with the maintenance of education and general buildings.

Examples of Duties
Coordinate construction, operation and maintenance of electric power distribution, air conditioning, steam and hot water distribution, fire alarm and door access, plumbing, wastewater, domestic water and energy management systems.
Estimate labor, material, and equipment and construction costs.
Inspect completed installations of equipment and machinery.
Develop and manage budgets.
Manage personnel.
Manage the payment of utility bills for campus and coordination with vendors of purchased power and energy.
Analyze utility rates and make recommendations for contract and operational changes.
Oversee work request systems and purchase card systems and their accounting.
Ensure regulatory compliance with local, state and federal entities and regulations.
Manage contracts for operation and maintenance of all campus elevator systems.
Manage production of potable domestic water for the university.
Manage production of chilled water.
Manage production of Steam for campus use.
Manage production of Electricity for campus use.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
university policy and procedures; budgeting and accounting; facilities management software; electronic office software including word-processing, spreadsheets, email, and databases; facilities maintenance practices; utility systems including electric, water, sewer, fire alarm, plumbing; local, state, and federal regulations regarding facilities, utilities, and elevators.

Skill in:
customer service for internal and external customers; working as a team member, effectively directing the work of shop personnel; mediating disputes among employees; in managing a diverse staff of technical and supervisory personnel; in developing a favorable business relationship with a variety of clients; using computer business tools and interpreting reports that are generated; organizing and completing monthly payroll transactions including payroll summaries to personnel.

Ability to:
understand, interpret, retain and apply highly technical material from specifications
to regulatory documents and administrative and policy documents; to compose letters, memos, reports, logs, schedules, tables and develop charts, graphs; to use charts, graphs, tables; to perform advanced math and statistics; to plan, coordinate and execute long range plans; to establish and analyze energy rates; to respond to emergency conditions; to communicate effectively.

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

**Other Requirements**
TDH – Asbestos O & M Supervisor.