Assistant Director, Facilities Operations

Job Code 50023088

General Description
Assist in the management of Facilities Operations by providing direction and management to internal staff and outside contracts in all aspects relating to planned and preventive maintenance, repairs, renovations, and operations.

Examples of Duties
Assist the Director of Facilities Operations in long range planning of departmental objectives, enhancing core processes, and documenting future budgetary, personnel, and equipment needs.
Supervise and monitor activities of Facility Shop Supervisors, and other assigned personnel.
Provide management of maintenance and construction activities for multiple projects throughout campus.
Review all incoming requests to Facilities shops from the campus community.
Review project plans and related documents for accuracy of content as well as compliance with University Standards along with various codes and regulations.
Assist Director in developing and maintaining a maintenance schedule of PM and major maintenance.
Manage the facilities assessment program, provide project inspections and recommend replacement, renovation, and repair schedules for the university.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
University policies and procedures and Board of Regents rules; faculty and staff rules and regulations; trade principles concerning electrical, HVAC, steam, and plumbing; State and Federal Building Codes; basic accounting and construction cost estimating

Skill in:
Preparing clear, concise, and complete reports; establishing rapport with staff and faculty, coordinating effective management of projects; operating a personal computer and related software.

Ability to:
Read and interpret manuals and understand university policy and procedures; interpret and understand complex blueprints, schematics, legal, and technical documents; perform intermediate math; delegate responsibilities to others;

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