Title: Associate Director, Maintenance & Operations

Essential Function

Under general supervision from a designated administrator, directly responsible for the administration, accountability, fiscal and overall direction of the Department of Facilities Management, Maintenance Division which consists of all maintenance, instrumentation, and work control.

Characteristic Duties

- Direct and administer the development of the maintenance, instrumentation and work control department.
- Develop policies and procedures and quality assurance standards.
- Organize, coordinate, and implement programs aimed at improving the productivity and quality of work life at the University.
- Participate in problem solving and assuring the effective accomplishments of all tasks and functions within specific jurisdictions.
- Serve on Academic Health Center and University committees.
- Responsible for the review, analysis, and purchase recommendations on major capital equipment acquisitions.
- Manage centralized work control for maintenance and housekeeping, and campus-wide radio dispatching.
- Fiscal responsibility for division (i.e., preparation of division budget, forecasting).
- Approve all supplies and expenditures.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor's degree with five (5) years experience; -OR- Associate's degree with seven (7) years experience; -OR- nine (9) years experience. Degree and experience must be in a related field and area. Certain positions may require: Degree in Mechanical Engineering or related field with experience in project management.