Title: Asst Dir, Electrical Systems & Facilities Management Operations

Pay Scale Group: 19

Essential Function

Under general supervision from a designated administrator, direct, and supervise the operations and maintenance of the electrical systems and other facilities maintenance areas for the University.

Characteristic Duties

- Manage operation and maintenance of electrical systems.
- Manage operation and maintenance of assigned shop area (e.g., carpentry, paint, signage, etc.).
- Authorize purchases and control budget within the division including the preparation of budget requests, the review of expenditures and the maintenance of ledgers.
- Review and certify work assignments from approved requests as well as initiate acceptable maintenance level connections.
- Supervise the activities of the emergency maintenance crew and respond to emergency calls when necessary.
- Respond to power outages involving high voltage.
- Monitor and enforce the Facilities Management portion of the University elevator contract.
- Assist in the formulation of policies for the efficient management and operation of the department.
- Coordinate with Engineering and Planning departments, the upgrading and remodeling of campus electrical systems.
- Develop and update preventative maintenance and safety criteria for the operation and maintenance of electrical systems.
- 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 (7) years experience; -OR- nine (9) years experience. Experience must be in operation of major facilities including labor relations. Experience may also require three years supervision.

Last updated: January 2007