Title: Assistant Director, Facilities Management/Director, Maintenance

Essential Function

Under general supervision from a designated administrator, direct maintenance of University buildings and equipment for a specified area.

Characteristic Duties

- Direct maintenance of University buildings and equipment. Recommend and prioritize repairs, maintenance and improvements. Manage work control functions, building trades, OSHA compliance and safety issues, library and resource center and commissioning of University buildings.

- Review new construction and renovation project specifications and contracts for maintenance-related issues.

- Create and manage department budgets. Recommend and approve purchases.

- Institute programs that encourage safe operating practices and compliance with local, state, federal and University regulatory.

- Develop policies and procedures; develop and implement quality service initiatives and other programs and services.

- Serve on University committees and act as liaison to University departments and external entities.

- 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 seven (7) years experience; -OR- Associate's degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in a related field. Experience must be in maintenance. Experience may also require at least three (3) years supervision.

Last updated: March 2003