Title: Assistant Director, Maintenance & Operations

Pay Scale Group: 18

Essential Function

Under general supervision from a designated administrator, oversee the operations and maintenance of all buildings within a specific designated campus zone.

Characteristic Duties

• Oversee the operations and maintenance of all buildings within a designated campus zone.

• Make budget recommendations, monitors budgetary accounts, maintain fiscal responsibility for division.

• Supervise personnel and represent management at the appropriate level in labor relations matters.

• Organize, coordinate and implement programs.

• Develop policies and procedures, and quality assurance standards.

• Monitor safety practices

• Serve on University committees.

• Participate in problem-solving and assuring the effective accomplishment of all tasks and functions.

• Prioritize and oversee deferred maintenance and other projects that require specifications and bidding.

• May 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. Facilities Management positions require experience in electrical, mechanical or structural maintenance; Athletics positions require a valid driver’s license for travel. Experience may also require at least three (3) years supervision.

Last updated: May 2007