Title: Director, Contracts and Services

Pay Scale Group: 19

**Essential Function**

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

**Characteristic Duties**

- Manage the Contracts for Transportation Garage, Shuttle Bus, Trash and Recycling.
- Manage budgets for the State of Ohio Budgets for Transportation and internal budgets for assigned service areas.
- Calculate lease billing for trash removal, recycling, shuttle bus and elevators.
- Manage elevator contract.
- Monitor work progress to assure compliance with national, state and local standards and specifications, including interpreting building codes and construction material codes.
- Forecast, approve and review departmental revenue, expenditures and budget.
- 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. Experience must in electrical, structural and mechanical maintenance and include at least three years supervision.

Last updated: January 2010