Title: Director, Project Services

Essential Function

Under general supervision from a designated administrator, direct, manage, and supervise the operations and maintenance of the Department of Project Services.

Characteristic Duties

- Manage operation and maintenance of Project Services Department.
- Oversee minor to major renovation work throughout the various UC campuses.
- Perform building reviews, suggest routine maintenance, renovations, possible new constructions, and update reports.
- Manage, forecast, approve and review departmental revenue, expenditures and budget. Recommend and approve purchases.
- Coordinate internal plans and projects with various university offices and external agencies to ensure timely completion of projects.
- Develop policies and procedures; develop and implement quality service initiatives and other programs and services.
- Responsible for adherence to all applicable building/fire codes, OSHA regulations and safety training
- 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 at least one (1) or two (2) of the following areas: electrical, structural and mechanical maintenance and include at least three years supervision.

Last updated: December 2011