Title: Manager, Building Operations

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, coordinate maintenance, custodial, security and other physical plant needs with the appropriate offices and university departments.

Characteristic Duties

- Coordinate maintenance, custodial, security and other physical plant needs with the appropriate offices and university departments.

- Oversee the scheduling, maintenance, and monitoring of all heating, ventilation, air conditioning, water, electric and other systems to ensure efficient operation.

- Determine housekeeping needs on a daily basis and coordinate with housekeeping personnel.

- Report repair and maintenance needs to campus Facilities Management and coordinate construction, remodeling, repair project. Obtain cost estimates and coordinate activities related to building renovations or space allocations. Inspect completed work.

- Manage security standards to ensure protection of staff, facilities and equipment from fire, theft, sabotage, etc.

- Maintain inventory records and assist in collecting necessary information for risk management claims.

- Assign student lockers and conduct annual review and maintenance of lockers.

- Serve as liaison to Public Safety and Parking Services.

- Assign work; ensure proper workflow of the unit; act as lead worker.

- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be related. Experience may also include one (1) year supervision.

Last updated: November 2006