Title: Manager, Facilities Management

Pay Scale Group: 17

Essential Function

Under general supervision from a designated administrator, manage the day-to-day operational activities of a specific unit within Facilities Management.

Characteristic Duties

• Manage, develop and coordinate the operational activities of assigned area.

• Establish priorities, and schedule work.

• Manage daily operations and resolve problems.

• Prepare budget and related projections; maintain budget and analyze expenditures.

• Identify, design and implement special projects, service enhancements, and/or quality programs.

• Develop and implement policies and procedures.

• Investigate and improve methodologies and technical aspects of operations.

• Serve on internal and university-wide committees.

• 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 three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Related experience required (departments will define related experience). Experience may also require at least one (1) year supervision.

Last updated: November 2006

An affirmative action/equal opportunity institution