



## **JOB DESCRIPTION**

### **TITLE**

Manager, Facilities Maintenance and Operations

### **JOB SUMMARY**

Position involves managing the operation and maintenance of the Facilities Management and Construction Department's Building Maintenance component. Directs the day-to-day and long term activities. Performs supervisory responsibilities over the trades area. Coordinates operational activities relating to in-house renovations, maintenance repair, and build-to-suit projects. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Director of Physical Plant

*Supervises:* Supervisor, Inspectors, Carpenters, Electricians, Painters, Plumbers, Maintenance Workers, etc

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Manages operational activity of the Building Maintenance component consisting of the electrical, carpentry, plumbing, painting, rough-in and roofing work.
- Serves as project manager for specialized in-house construction and repair projects relating to space and building renovations.
- Reviews plans and specifications, bills of materials, submittals, and other documents for sound design, completeness of data, and compatibility with existing features.
- Prepares cost estimates for minor construction and maintenance projects.
- Serves as technical advisor to management on building operational and maintenance issues relating to areas of expertise.
- Serves as the lead with respect to ADA reporting and code correction.
- Investigates complaints regarding the lack of facility services, employee performance, deficiencies in conduct, negative comments.

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- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ADDITIONAL DUTIES**

- Assures the continued development of sustenance needs through the facility capability and assessment program by conducting facility inspections annually to determine repair and maintenance requirements.
- On-Call and emergency management protocols are required.
- Performs other duties as required.

### **EDUCATION**

High school diploma or equivalent required. Technical trades licenses, certifications and/or some college coursework preferred.

### **EXPERIENCE**

Ten years of industrial or education physical plant maintenance and renovation experience, including at least three years of supervisory experience.

### **REQUIREMENT**

Valid Texas driver's license and a safe driving record such as required by the university for Driver's Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to manage through planning, direction, and evaluation a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

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- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

### ***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. On-Call and emergency management protocols are required.

### ***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

### ***SAFETY***

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***