



**DATE ISSUED:** 09/06  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Facilities Management Systems Engineer

### **JOB SUMMARY**

Manages strategic and architectural development; migration and conversion planning; and development methodology and practices to enable re-engineering and development of information technology systems. Serves as the systems engineer and analyst for the department. Provides direct oversight of development and coordination for projects under the purview of Facilities Management including review of technology issues for all major construction and renovation. Project management responsibilities include planning, design, and review of information technology infrastructure, media presentation platforms and equipment, and software capabilities. Work is performed under broad general terms with latitude for independent judgment and style 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:** Associate Vice President, Facilities Management and Construction

**Supervises:** Serves as a team leader or project manager acting on behalf of the department.

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

- Reviews plans and specifications, coordinates system integration for building automation and controls, vertical carrier control systems, utility monitoring and controls, security and access controls, and fire annunciations/notifications systems to assure integration per university standards.
- Analyzes and defines data requirements for the design, testing, implementation and support of customized and integrated software and data solutions.
- Database Management including TMA (SQL 2000), MegaTronics (Fox Pro), and FleetAnywhere (Oracle).
- Oversees Facilities Management department's Windows network.

- Responsible for the engineering, configuration, installation and administration of LAN networks, including switches, hubs, routers, and print servers.
- Supports and troubleshoots network problems; serves as the lead in the selection and evaluation of products and vendors, etc. to accomplish project directives and maintain efficient and effective day-to-day operations.
- Reviews and recommends specification revisions for major building construction and renovation project's information technology, building automation and communication infrastructure to assure that fair opportunities are integrated for both LON Works, BAC Net technologies, Modbus, SNMP, and proprietary systems.
- Confers with and assists external consultants and/or project teams within TWU Information Technology Services to assure that department initiatives are achieved, including but not limited to integration and security of VPN and VNC technology.
- Responsible for review and administration of all IT issues and serves as the department's primary contact for communication and liaison between the ITS department, end users, architectural consultants, computer consultants, vendors, etc. in establishing management systems relating to Facilities Management.
- Assists in the design and implementation of institutionally appropriate and effective disaster recovery plans utilizing Database backups with tape rotation and verification with offsite storage.
- Diagnoses and repairs network media, such as fiber optics, Cat 5, 802.11 a/b/g wireless and Bluetooth wireless systems.
- Analyzes and/or troubleshoots EMCS software and hardware problems for crucial HVAC system operations on TWU campuses in Denton, Dallas, and Houston.
- Maintains and manages Facility Management's website, making changes, additions, etc. as necessary. Assists other spinners within the department with designing, implementing and publishing. Maintains Web interface for the TMA database.

### **ADDITIONAL DUTIES**

- Establishes goals and objectives for accomplishing tasks.
- Oversees all department technology related projects, including online products such as Comet, TMA, 3DI, web services, etc.
- Serves as technical advisor for development of operational standards to assure that departmental goals and objectives, and AVP initiatives are accomplished.
- Trains end users how to use supported software including, TMA, MegaTronics, and Fleet Anywhere.
- Establishes protocols, procedures and recommends policies to ensure the security and integrity of systems/networks and advises the Director on all automation procurements and/or potential adverse impacts on FMC.
- Travels to other campus locations to assist in training for database and software applications.
- Performs other duties as requested.

## **EDUCATION**

Bachelor's degree preferred. Advanced college course work or technical training with network and software certifications such as Computer Technology Industry Association, A+, Network, Security (Network, Operating Systems, Servers, etc.), Microsoft: MCP, MCSE, MCAD/MCSD, MCDBA. Prefer knowledge of fleet and fuel management systems, GSA and TBPC reporting, and inventory management methodologies.

## **EXPERIENCE**

Minimum of three years job related work in information technology including but not limited to hardware and software implementation, network system design, media presentation design, telecommunications, etc. Any equivalent combination of experience, education and training may substitute for these requirements.

## **REQUIREMENT**

Valid Texas driver's license and a safe driving record such as required to attain Driver's Authorization through the university.

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:**

- Knowledge of database management, voice and data communication devices and installations, hardware configurations, and Web site development.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Pro-active, results-oriented, and innovative coordination skills.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Deadline-oriented. Strict attention to detail.
- Knowledge of management methods and ability to provide administrative guidance and direct training as needed.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.

- Ability to work a flexible schedule, including nights, weekends, and holidays.
- 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. May move heavy equipment and boxes. Ability to work a flexible schedule, including nights, weekends, and holidays.

### **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. Daily exposure to PCs and networks.

### **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.

*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:** \_\_\_\_\_

Facilities Management  
Systems Engineer  
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***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.***