



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 09/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Facilities Operations - HOUSTON

JOB SUMMARY

Performs responsibilities related to the coordination and oversight of financial, technical systems, personnel and administrative needs for the physical facilities necessary to support the mission of Texas Woman's University. Provides professional expertise to the department in planning, scheduling, design and execution of new construction, remodeling and renovation work, and utility infrastructure upgrades relating to the Houston Campus. Assures efficient planning and determination of required resources for effective management of facilities operations, maintenance, repair, and renovation of the building and supporting infrastructures. Directs the maintenance of grounds and utility systems related to heating, cooling, and ventilating systems for an urban campus high-rise building. Responsible for providing recommendations to the Associate VP, Facilities Management & Construction regarding the implementation and management of energy conservation programs and participates in the resolution of project or operational difficulties. Work is performed under the supervision of the Associate Vice President of Facilities Management and Construction 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 of Facilities Management & Construction

Supervises: Technical and administrative support, skilled building trades, and custodial personnel

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

- Oversees the day-to-day management of the Facilities staff to assure the operation and maintenance of planning and improvements, to campus facilities and utility systems.
- Serves as alternate for the AVP on the Board of Directors for the Thermal Energy Corporation (TECO).

*Assistant. Director, Facilities
Operations HOU
Date Issued: 09/18
FLSA: Exempt
PTO: VCS*

- Coordinates day-to-day activities with Texas Medical Center (TMC) member institutions as required by the AVP.
- Oversees the maintenance and improvement of the campus grounds and horticulture to assure an environmentally sound, sustainable and aesthetically pleasing effect.
- Assists the Associate Vice President of FMC in conjunction with the Office of Human Resources to promote diversity within Facilities and to support existing University programs designed to create a welcoming environment for everyone.
- Serves on or chairs committees for facility upgrades and sustenance programs.
- Manages the utility, energy management system and mechanical systems throughout the campus.
- Assures the maintenance and operation of hot water tanks, domestic water system components, pumps, air compressors, and rotating equipment.
- Provides management oversight of and serves as technical advisor to a staff responsible for operating HVAC, building, and remote equipment and/or systems related to campus service delivery.
- Reviews plans and specifications, bills of materials, submittals, and other documents for sound design, completeness of data, and compatibility with existing features.
- Assures the continued development of sustainability throughout the facility and grounds by managing an assessment program and conducting inspections of HVAC equipment and building components on a periodic basis.
- Assists in establishing and enforcing policies and procedures for preventive maintenance programs designed to minimize unwarranted failure.
- Hires, trains, monitors, and conducts scheduled evaluations of the work performance of employees supervised.
- Performs inspections of HVAC equipment and building components on a periodic basis and documents maintenance records.
- Oversees the troubleshooting and analysis of rotating equipment failure, pump seal failure and balancing.
- Assists in negotiating contracts with outside contractors.
- Directs preparation of and reviews specifications, initiates cost estimates and implements project management of small to medium construction and maintenance projects following established University methods and processes.
- Establishes and maintains a safe environment for employees under charge.
- 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

- Reviews maintenance records regularly to determine repair and maintenance requirements.
- Provides recommendations for solutions to meet facilities needs of University departments and activities.
- Sets goals and objectives for accomplishing tasks in a timely fashion and establishes procedures and standards for routine service as approved by the AVP.

- Performs other duties as requested.

EDUCATION

Bachelor degree preferred. Requires technical trades, licenses, certifications. Proficiency in written and mathematical processes.

EXPERIENCE

Minimum of ten years of progressively responsible facilities management experience. Demonstrated experience in fiscal management, technical operations, management of trades, interpersonal communications, effective human relations and conflict management.

REQUIREMENT

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 all areas of Facilities Management Services operations such as; utility systems, mechanical-HVAC equipment, CMMS database systems processes and various skilled crafts.
- Knowledge of construction procedures and bidding processes and contract administration as required by the University's adopted Policies and Procedures.
- Detailed knowledge of safety, environmental, energy, ADA, and Federal and State regulatory requirements.
- Knowledge of purchasing, personnel, accounting, and budget administration as required by the University's adopted Policies and Procedures.
- 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 apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to demonstrate strong analytical, interpersonal, writing, and critical thinking skills.
- Ability to read, demonstrate comprehension and work from sketches, blueprints, and specifications, and understand complex designs.
- Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.

- 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.

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.

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

Assistant. Director, Facilities
Operations HOU
Date Issued: 09/18
FLSA: Exempt
PTO: VCS

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.