



DATE ISSUED: 06/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Associate Vice President, Facilities Management and Construction

JOB SUMMARY

The Associate Vice President supervises, plans, programs and directs Facilities Management Services for Denton, Dallas and Houston; including major capital construction and renovation projects, repairs and maintenance of all utility systems, buildings and grounds infrastructure upgrades, construction and environmental functions for both facility assessment and Campus Master Plans E & G and auxiliary facilities. This position is responsible for energy conservation and management. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Vice President, Finance & Administration

Supervises: Professional, technical, and administrative staff and all other department personnel

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

Planning

- Responsible for the University's Comprehensive Facilities Master Plan.
- Responsible for developing a preventive maintenance program for all facilities and equipment at the University.
- Responsible for facilities ADA programs.
- Directs the supply stores function, Central Receiving, move management.

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Construction

- Responsible for the budgetary planning for construction work, selecting architects and engineers.
- Prepares energy conservation plans, implements energy and utility savings projects, and establishes standards for efficient use of utilities.
- Develops policies and procedures in all areas of facilities management responsibilities.
- Assists in the preparation of contracts for construction projects.
- Assures the inspection of construction and renovation projects for consistency with design.
- Approves payments to contractors and architects and engineers.
- Supervises the in-house architect and construction function.

Operations

- Provides management oversight of the University motor pool and vehicle fleet.
- Responsible for mechanical-HVAC equipment, custodial functions, locksmith, grounds maintenance, building and trades repairs or replacements, and the steam generating plant.
- Responsible for maintaining the space use records and coordinating space use requirements to upper management.
- Responsible for maintaining all property and real property inventory and facilities records.
- Approves the purchasing of all items required for Facilities Management Services.
- Supervises the preparation and recording of all work orders, personnel records, and time cards as required for the operation of Facilities Management Services.
- Reviews records and makes recommendations for changes in the operation of the energy management computer system for the University.
- Assists with negotiating contracts for maintenance service performed by outside vendors.
- Responsible for material and time accountability to ensure agreement with the budget.
- Serves as coordinator of natural resource exploration and recovery initiatives.
- 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

- Performs other duties as requested.

EDUCATION

Bachelor's degree in engineering or related field required.

EXPERIENCE

Five years of experience as a facilities operations director.

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:

- Ability to plan, direct, and evaluate 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.
- 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.
- Must have the ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Board and the university community.
- Ability to use a personal computer and other office equipment, including university related 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.

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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 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.