



HARRIS-STOWE STATE UNIVERSITY
POSITION VACANCY NOTICE

DIRECTOR OF FACILITIES MANAGEMENT

Harris-Stowe State University is accepting applications for the position of Director of Facilities Management. This position involves planning, organizing, coordinating, directing and controlling all Physical Plant functions; and coordinating with other University employees in administering University fire and safety programs. Responsible for all physical facilities; physical plant budget; supervision of physical plant personnel, supervision of new construction and remodeling of facilities; repair and maintenance, housekeeping and supporting services of facilities; and systematic inspection, planning, and accomplishing repairs to facilities, equipment and grounds.

Responsibilities

- Manages the overall operations of Facilities Management Department, including: the performance of maintenance and custodial tasks; purchase and distribution of utilities; design and construction of renovations; administration of contracts for new facilities.
- Evaluate and insure the efficient operation of the department, controlling operation expenses at a minimum level which is consistent with sound maintenance practices.
- Provide administrative and technical direction and supervision to department staff in completing work assignments.
- Supervise the negotiation and bids for construction and renovation contracts; and administer such contracts.
- Discuss, plan and delegate major project assignments to supervisory staff; determine building and maintenance priorities that are of significant scope.
- Advise, discuss and inform officers, deans, department heads and staff members on physical plant matters and problem areas.
- Repairs and maintains all facilities, buildings and ground.
- Insures proper upkeep of facilities to include heating, ventilation, lighting, cleanliness, sanitation, general appearance of buildings and grounds, snow removal, and emergency situations affecting the campus.
- Review present Preventative Maintenance program and update as needed.
- Insures that parking facilities are maintained in good condition with adequate lighting and safety features.
- Supervises in-house remodeling and renovations projects of facilities.
- Coordinates the administration of service contracts for maintenance, repair and other services affecting facilities, equipment and furnishings.
- Coordinates work order and FIP requirements to insure the timely and adequate accomplishment of projects.
- Coordinates purchase of necessary supplies, equipment and services from appropriate sources and maintains proper inventory control over Central Stores, maintenance and consumable supplies.
- Supervises building, grounds, maintenance, housekeeping and custodial personnel; tradesmen; contractors and/or their employees hired for specific work; and such other personnel as may be assigned or designated.
- Maintains liaison with architects, engineers and contractors/ subcontractors engaged in plant expansion, renovation, or other major projects. Acts as principal point of contact in such efforts to insure the interests of University are protected.
- Prepares the annual budget for physical facilities in coordination with the Director of Central Services.
- Assists the Facilities Improvement Coordinator in the annual preparation of the Facilities Improvement Program.

- Maintains the repository for all plant blueprints and drawings. Maintains central key controls for the plant. Updates floor plans to show physical changes.
- Assisting the Director of Security and Safety Officer in the maintenance of adequate fire, safety, security, insurance, health, and other related campus programs.

Required Knowledge, Skills and Abilities

- Ability to plan, organize, coordinate, direct, and control all aspects of physical plant activities.
- Ability to work with management Systems and variety of skilled/unskilled, professional, administrative, and industry personnel.
- Basic knowledge of office administration, plant management, reporting, budgeting and control, and business operations. Knowledge of terms, nature of related trades, blueprints, buildings, grounds, equipment, housekeeping, construction, repair, maintenance, purchasing, inventory control, fire, safety management, BOCA & OSHA codes, and related matters in higher education.
- Ability to understand and follow oral and written instructions and to express ideas effectively orally and in writing.
- Willingness to seek training.
- Willingness to be accessible and available at the University in time and presence to insure proper management and operation of plant activities.

Education and Experience

- B.S. in Engineering, Architecture or Construction Management.
- Five (5) years of supervisory/management experience in the construction, equipment, maintenance and repair, A & E, safety or related areas.
- Any combination of education, training or experience which meets University needs.

The salary range for this position is dependent upon credentials and experience.
Applications will continue to be accepted until July 31, 2015.

Interested persons who meet the required qualifications set forth above are invited to send a letter of application, resume, official transcript and three professional references to:

Harris-Stowe State University
Office of Human Resources
3026 Laclede Ave.
St. Louis, MO 63103

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“Please No Phone Calls”

Due to the large number of applications submitted and the high volume of applicant inquiries we receive regarding the status of applications, we are unable to accept phone calls or walk-in inquiries regarding applicant status.

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