UNIVERSITY OF RHODE ISLAND

Position Description

TITLE:  Director, University Facilities Services

DIVISION:  Business and Finance

REPORTS TO:  Assistant Vice President, Business Services

GRADE:  20

SUPERVISES:  Facilities, utilities, maintenance and repair, landscape and grounds, custodial, capital project management (including design and construction activities), and other assigned personnel while overseeing facilities-related contractual services commitments.

BASIC FUNCTION:

Manage the operation, maintenance and repair, cleaning and upkeep of University facilities, grounds, major utility systems, recycling and solid waste management, automobile fleet and the equipment and personnel necessary to support these responsibilities. Manage Capital Projects, heating plant, and planning, development and construction of new and renovation of existing academic, administrative, athletic, and auxiliary enterprise facilities on four campuses. Originate and implement policies, procedures and standards for the maintenance and improvement of the University’s physical facilities and related services with an emphasis on responsive service and proactive communication with facilities' customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Lead and manage the department, including formulation, presentation and program management of the annual budget, as well as the leadership and management of personnel, service contracts, and material resources assigned.

Provide managerial oversight of the contract for operation of the central steam generating plant and heating systems located throughout all campuses.

Project and manage the University's utility budget (electrical, fuels, recycling/solid waste, sewer, water) and work closely with private contractors to insure total quality of performance involved with energy management projects on the University’s campuses.
Manage, both directly with departmental personnel and indirectly through the oversight of contracted project management firms, the University’s capital projects to ensure consistency between new construction and major rehabilitation project designs for maintenance and repair requirements. Customer satisfaction, on-time, and on-budget are basic requirements, consistent with the capital budget process.

Collaborate with the Assistant Vice President for Business Services and the Director of Strategic Planning and Institutional Research to assist in the ongoing implementation and continuing development of the Campus Master Plan for facilities, parking circulation and landscaping, with total quality as the ultimate objective and with close coordination with academic program needs.

Manage custodial services, maintenance and repair, lands and grounds, small renovation, installation, and building alteration projects that can be accomplished within the capabilities of assigned personnel for Kingston campus academic, administrative, and athletic enterprise operations and other campuses (and with ultimate responsibility for direct management oversight of maintenance trades personnel and activities currently assigned to the auxiliary enterprise operations in Kingston and the Narragansett Bay Campus).

In close coordination with the athletic director, manage the maintenance and upkeep of the athletic facilities, including all recreational and competition fields and structures.

Provide oversight for and work with contractors involved in the contractual servicing of fixed equipment, components and systems in campus facilities to ensure total quality of performance.

Provide oversight for the Asset Protection Plan, Maintenance Plan and Capital Improvement Program.

**OTHER DUTIES AND RESPONSIBILITIES:**

Coordinate with the Office of Safety and Risk Management to ensure safe working and operational practices, appropriate handling of potentially hazardous materials, and all applicable code and regulatory requirements.

Interact with State and Federal agencies and municipalities relating to planning and programs involving operational compliance and other issues.

Conduct periodic evaluation reviews of the effectiveness and efficiency of all units under the Director's supervision and submit reports regarding these reviews to the Assistant Vice President.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Valid driver's license required.
ENVIRONMENTAL CONDITIONS:

This position is subject to both inside and outside work and extreme cold and hot temperatures can be encountered in this position. The potential exists where noise, vibration, hazards, atmospheric conditions, oils and wearing a respirator might also be encountered. This position requires 24-hour call back in cases of emergency and supervisory presence, when required, on all shifts.

QUALIFICATIONS:

Bachelor's degree in business, engineering or related field required; master's degree in a related field preferred. Minimum of ten years' progressively responsible experience in the leadership and management of personnel and projects relating to the maintenance and construction of major facilities and experience in a complex administrative system required. Strong interpersonal skills and a demonstrated commitment to providing quality customer service required. Must be interactive with faculty, staff and student customers. Utility management experience preferred. Must be able to prepare and deliver oral presentations before diverse groups of people. This position requires that the incumbent be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others and be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.