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Developed by:. DC; JV
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Facilities Maintenance
DIVISION: Administration and Finance (Facilities Group)
REPORTS TO: Assistant Director, Maintenance and Repair, Facilities Operations
GRADE: 12
SUPERVISES: Professional, technical, trades contractors

BASIC FUNCTION:

Reporting to the Assistant Director, Maintenance and Repair in Facilities Operations, oversee the various URI maintenance and repair shops along with oversight of trades contractor work within those departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Directly supervise the maintenance and repair employees which are both licensed and unlicensed trades, to ensure proficient and timely preventable maintenance and to ensure repair schedules meet quality standards. Effectively will train, coach, and monitor performance, resulting in a highly motivated department with quantifiable results. Develop and recommend cost reduction opportunities, investigate reported problems and direct/counsel staff on corrective actions. Develop work schedules, organizing and distributing daily work requests and follow-up procedures.

Support the Assistant Director and Director of Facilities with coordinating and scheduling licensed trades support in the planning and execution of maintenance repairs, preventative maintenance and projects as needed. Coordinate and schedule licensed trades to support Consulting Engineers, Project Managers, Commissioning Agents, Custodial Operations, and, Lands and Grounds with questions related to Mechanical, Electrical and Plumbing operations. Direct various contractors to perform service on buildings and equipment and establish and maintain service contracts with vendors for all aspects of maintenance and repair, including building envelope repairs and replacement work.

Coordinate and schedule licensed trades participation in Capital Projects page turns. Ensure that University engineering standards are followed and preserved in all new construction. Research and develop these standards where they are not established.

Help oversee the engineering and operation of the HVAC, electrical and plumbing systems for a wide variety of campus maintenance projects and ensure that all operations are compliant with EPA, OSHA, Fire and other related safety regulations.

Oversee both the department's CMMS system responsibilities and building automation systems to ensure efficient and proper operation of both.

Respond to emergencies during and beyond normal scheduled working hours. Required to carry a work phone for 24/7 on-call obligation.

OTHER DUTIES AND RESPONSIBILITIES:

Effectively hire, train, coach and monitor performance, resulting in a highly motivated department with quantifiable results in a unionized setting.

Develop work schedules, organize and distribute daily work requests via CMMS system. Develop preventative maintenance schedules using CMMS system and ensure timely updates regarding assets, equipment, and work request statuses.

In coordination with the Assistant Director of Facilities, oversee the operating budget. Establish and monitor inventory levels and purchasing practices, in coordination with trades' leads and via regular inspections, through a just-in-time inventory system. Complete departmental payroll in conjunction with other management and supervisory personnel.

Coordinate staff for events and special projects as needed to support University departments and programs.

Perform daily inspections of buildings, monitor performance and building condition ensuring compliance with operational objectives and standards.

Update facilities plan in coordination with the Director of Facilities, and Assistant Director of Facilities.

Respond to emergencies and support other planned maintenance during and beyond normal business hours, including, but not limited to, weekends and holidays, including commencement weekend. On-call duties require 24-7 phone and in-person availability.

Act in the role of Assistant Director while the Assistant Director is absent.

Perform related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word processing, database management, and spreadsheet software. Microsoft Office; Computerized Maintenance Management Systems (CMMS) software and controls.

ENVIRONMENTAL CONDITIONS:

This position will be performed in an academic environment but will also include multiple visits daily throughout University grounds and buildings. This position requires climbing ladders, entering confined spaces, exposure to conditions in mechanical/boiler rooms, ceilings and roof. This position is subject to both inside and outside work and extreme cold and hot temperatures can be encountered. The potential exists where noise, vibration, hazards, atmospheric conditions, oils and wearing a respirator might also be encountered.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in Facilities Management, Engineering or related field; Minimum five years of experience developing and leading predictive and preventative maintenance procedures; Demonstrated knowledge of Excel and Word; Demonstrated CMMS software and controls systems experience; Demonstrated knowledge of OSHA and other federal safety regulations and standards; Demonstrated background in electrical services; Demonstrated ability to read plans and effect timely repairs of all aspects of building and site electrical systems; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

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