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Position #: (PSA)... (E)
Developed by:..... TKC
Reviewed by:...DLJ; LK
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Housing & Residential Life Facilities

DIVISION: Student Affairs (Housing & Residential Life)

REPORTS TO: Associate Director, HRL

GRADE: 12

SUPERVISES: Professional staff, classified staff, and student staff

BASIC FUNCTION:

Responsible and accountable for the operation and functions of HRL facilities. Responsible for oversight and leadership of the HRL facilities in the absence of the Associate Director, ensuring that student's needs are met regarding customer service, maintenance and repair, custodial services, project management, staff management, and general facilities support tasks. As needed, liaise with Facilities Services, including day-to-day operations, preventative maintenance, emergencies, and capital projects. Work closely with the Associate Director to oversee the facilities' daily process and implement strategic plan initiatives. Supervise full-time staff and student staff including departmental central office responsibilities. Assigned duties will require some evening and weekend work as the business cycle dictates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for ensuring work orders are responded to promptly and proper quality control measures are in place.

Ensure compliance with all federal, state, and local laws and standards and with all campus standards regarding safety, security, and facilities maintenance.

Provide outstanding customer service management when addressing facilities issues and helping foster strong partnerships with key stakeholders.

Directly manage all service contracts and is responsible for compliance with building, fire, safety, and environmental codes.

Regularly tour halls with Residence Life Staff to address concerns.

Create long-term needs assessment for facilities.

Manage all parts of custodial services operations, including hiring, training, scheduling, resource management, and equipment usage.

Support the university units and initiatives such as land & grounds, trash & recycling, sustainability, and utilities.

Handle emergency maintenance situations and decide when to contact appropriate campus partners. Interact with students and parents as needed to address facility issues and concerns.

Process and implement strategic plan initiatives while setting up processes, procedures, and polices for the HRL facilities team, including but not limited to administrative tasks.

Oversee small projects within HRL and ensure all HRL projects are adequately communicated within HRL and its residents.

Perform Human Resources Management functions.

Co-supervise (in conjunction with the Associate Director) the Facilities and Custodial staff.

Serve as essential personnel and assist in an emergency on campus.

Be on a twenty-four-hour on-call basis to respond to emergencies, crises, and problems that occur in the operation of the Department. Participates in on-call duty coverage for evenings, weekends, and holidays.

Encourage an environment supportive of diversity.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other specific responsibilities as directed.

Serve on university, division, and department committees as needed.

Participate in position searches as requested.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers, word processing, database management, spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in higher education, business, engineering, architecture, technology, facilities or project management, or related field; Minimum five years of post-education, full-time professional experience in facilities or university housing management; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency with written communication skills; Demonstrated experience in budget management; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Master's degree; Demonstrated knowledge and experience in taking a project/task from conception to implementation; Demonstrated experience completing projects on time and on budget; Demonstrated experience with training and evaluation procedures; Demonstrated facilities management experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others; Demonstrated experience with university software applications such as StarRez, PCO, Peoplesoft, Traka, etc.; Demonstrated knowledge of construction, utilities, access control, sustainability practices, facilities emergency response, grounds, Rhode Island procurement policies, Rhode Island codes, RFPs, and negotiated employee environments; and, Demonstrated experience in organizing, planning, and delegating tasks.

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