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Developed by:.....TEP
Reviewed by:Devine;Sidio
Approved by:.....RHL
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Facilities Services/Maintenance and Repair
DIVISION: Business and Finance
REPORTS TO: Director, Facilities Services
GRADE: 15
SUPERVISES: Maintenance and supervisory personnel; maintenance contractors required to perform services at the University of Rhode Island

BASIC FUNCTION:

Manage the maintenance and repair program for all academic, administrative, housing, dormitory and athletic buildings, the automotive fleet and building utility distribution systems. Manage capital projects for improvements under \$25,000. Plan, direct, and schedule work of all craft shops assigned to the Department. Determine the contracts necessary to supplement the maintenance work force, develop necessary specifications, and manage resulting contractors. Provide technical support to auxiliaries and satellite campus facilities as required, and provide general support with manpower and contracts as resources allow.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage the maintenance supervisors and coordinate their activities with the Facilities Services Control Center and other departments.

Develop and administer a preventive maintenance program that meets the long-term requirements of the University.

Review all work performed by the maintenance trades and/or hired contractors for quality, budget and performance to schedule.

Direct, evaluate discipline, and administer personnel within labor contracts and personnel policies.

Develop and manage the department's budget to maximize effectiveness of resources within spending limits.

Develop specifications for maintenance work and projects to be performed by hired contractors.

Develop the specifications for capital projects that have improvements that are under \$25,000. When a formal design or bid is required, coordinate with the Office of Capital Projects for that purpose.

Perform condition surveys of buildings, structures and utility systems and schedule repairs as required.

Supervise the maintenance and repair operation for all University vehicles.

Determine work standards to insure maximum output of effort; review work accomplished to insure compliance and quality standards are met.

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Provide necessary support and liaison to other related departments.

Maintain accurate departmental personnel files and historical data records for campus buildings and systems.

Operate, maintain and repair the main utility distribution systems from the individual building stop valves throughout the rest of the facility.

Generate performance reports and implement programs to improve the services provided based on report findings.

OTHER DUTIES AND RESPONSIBILITIES:

Establish and maintain a positive communication network within the maintenance and repair section and throughout the various departments serviced by Facilities Services.

Serve on University committees and represent Facilities Services' interests as appropriate and required.

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personnel computers, printers; word processing and database management software; valid driver's license.

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:

REQUIRED: Bachelor's degree; demonstrated 3-5 years of experience in supervising maintenance trades personnel; demonstrated thorough knowledge of the methods and materials utilized in maintenance and repair operations, new construction, and building modifications; demonstrated working knowledge of the federal and state laws and regulations that pertain to facilities management; demonstrated strong interpersonal, administrative and leadership skills; demonstrated knowledge of basic and applied engineering principles related to general repairs; demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others; demonstrated ability to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports; demonstrated ability to communicate effectively orally and in writing, and to speak effectively before faculty and administrative staff members on assigned work and related subjects. This position involves travelling throughout the University and could on occasion require bending, reaching, ascending and descending ladders and stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting, feeling, talking, and hearing.

PREFERRED: Demonstrated knowledge of, or experience with, labor relations and contract administration; demonstrated experience with personal computer programs specifically for facilities organizations.

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

