

Class Code:.....0202  
Position #:(PSA).....  
Developed by:.....  
Reviewed by:.....  
Approved by:.....  
Date:.....1/93,6/99,2001

UNIVERSITY OF RHODE ISLAND  
Position Description

**TITLE:** Assistant Director, HRL/Housing Facilities  
**DIVISION:** Student Development  
**REPORTS TO:** Director, HRL  
**GRADE:** 13  
**SUPERVISES:** Maintenance, custodial, clerical warehouse and outside contractor personnel

**BASIC FUNCTION:**

Oversee all aspects associated with facilities and operations of 19 undergraduate residence halls, as well as assist with same functions within all graduate and family rental units. Responsible for maintenance, custodial, warehouse, facilities renewal and asset protection, and general up-keep personnel and activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide overall management and support to HRL maintenance supervisors and coordinate their activities with custodial services, summer conferences, warehousing, and materials control areas.

Oversee a preventive maintenance program for all residence halls and other assigned HRL properties.

Assist with budget development and oversee expenditures for entire housing facilities and operations unit.

Oversee work order control system and supervise office staff responsible for corresponding efficient and effective maintenance and custodial administrative systems.

Develop specifications necessary for the renovation and renewal of HRL facilities, including the contracting of outside vendors, use of new products, and securing of building and code permits/authorizations.

Perform condition surveys of residence halls and related properties and maintain complete facilities and operations records/databases for HRL.

**Assistant Director, HRL/Housing Facilities (PSA - 0202)**

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Oversee the vehicle maintenance and procurement program for HRL.

Interpret blueprints, building plans, and related specifications.

Oversee custodial services unit for all residence halls and related rental properties by providing supervision to custodial services supervisor and related principal supervisors for unit.

Establish janitorial quality service standards and ensure the consistent attainment of said cleaning standards via regular inspections, employee training and orientation, customer satisfaction surveys, and equipment and supplies procurement programs for the custodial unit.

Oversee HRL warehouse and equipment procurement program. Maintain acceptable inventory control and accounting practices within the HRL warehouse.

Oversee pricing segment of residence hall damage billing program.

Serve as primary liaison with various University and State agencies on matters of health, safety, and OSHA regulations within HRL facilities. Serve as primary liaison with the University's physical plant and capital project departments, as well as its central warehouse and inventory control units. Serves as an emergency response person for maintenance issues and is required to wear pager.

Oversee the development and application of automated systems to all aspects of facilities management within HRL.

Oversee HRL recycling program and serve as primary liaison with physical plant on this project.

Oversee the residence hall security hardware program, including all door lock hardware, and the supervision of HRL locksmith services shop.

**OTHER DUTIES AND RESPONSIBILITIES:**

Serve on University and department committees as requested by Director of HRL and the Vice President, Student Development.

Perform other duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

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

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Bachelor's degree required, master's degree preferred. Three to five years' supervisory experience required, with college facilities and operations and/or college housing experience preferred. Must have administrative and leadership skills related to general repairs, and the ability to communicate effectively at all levels of the organization. Knowledge of or experience with labor relations and contract programs for facilities management is preferred. This position requires that the incumbent possess the ability to communicate effectively verbally and in writing, be able to organize, coordinate and supervise support staff, and be able to interpret institutional policies, plans, objectives, rules and regulations, and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of those studies and reports. Must possess computer skills and excellent interpersonal skills.

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

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