

Class Code: ..... 1265  
Position #: (NUNC)... (E)  
Developed by:....RW, SG  
Reviewed by:.....DLJ  
Approved by: .....LK  
Date: ..... 04/18

**UNIVERSITY OF RHODE ISLAND  
POSITION DESCRIPTION**

**TITLE:** Director, Engineering Operations  
**DIVISION:** Academic Affairs (College of Engineering)  
**REPORTS TO:** Dean, College of Engineering  
**GRADE:** 15  
**SUPERVISES:** Technicians (departmental and college-wide), Engineering Computer Center Manager, Research Facilities & Core Lab managers

**BASIC FUNCTION:**

Primary responsibility for the operation of the College of Engineering state-of-the-art facility complex with advanced instrumentation and core laboratories.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manage on-site, day-to-day building and equipment operations, including but not limited to: space assignment, coordination of building repair, coordination of equipment maintenance and repair, coordination of laboratory and equipment upgrades, equipment specification and setup, safety rules and training.

Develop predictive and preventative maintenance plans to ensure performance of facility systems to meet academic and research mission requirements with a minimum of downtime.

Work with faculty and staff to prioritize investments in new equipment that match the academic and research requirements.

Stay current and informed of emerging technologies in the areas of 3D printing, manufacturing tools, 3D design software, modeling and simulation software, laboratory equipment, and the like, and prepare reports and recommendations for researchers and College leadership.

Monitor and coordinate all formal facilities work done by others, including facility structural modifications, equipment replacements and upgrades.

Oversee purchasing and tracking activities for laboratories and projects, including but not limited to supplies and maintenance contracts.

Develop manuals, standard operating procedures, plans and policies.

Create training materials and procedural documents for support staff as required.

Manage space assignment, moves, accounting of research space as designated by research grant budgets and College space allotment policies. Coordinate space management and planning activities including: analyzing moves for minimal

disruption; move coordination; space and equipment inventory. Supervise space assignments in compliance with the college research space policy.

Implement facility security systems by developing procedures/practices, granting access, monitoring access records, assessing security, and implementing adaptive security policies.

Direct and/or coordinate IT services (network, desktop support, computer labs, software licenses, electronic building signage, building HVAC control systems, building utilities and alarms), working in conjunction with Facilities Services and assigned outside vendors.

Supervise technicians to ensure compliance with facility priorities, standards, and leadership directives.

Coordinate 24-hour emergency response services.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other related duties as assigned.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, database management, building space management software; Laboratory equipment.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Master's degree in a science- or engineering-related field; Minimum three years of progressively responsible technical facilities management experience in a research facility; Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience facilitating complex construction and renovation projects; Demonstrated experience writing predictive and preventative maintenance plans to ensure 24/7 performance of facility systems to meet mission critical requirements; Demonstrated experience in space management, assignment and relocations using space management software in an active research facility; and, Demonstrated experience in laboratory space assignment and services against research grants.

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