

[Close Window](#)**Position Information****Posting Details**

Posting Number	039534
Position Title	Senior Director, Facilities Operations and Maintenance
Number of Vacancies	1
School/College/Division/Institutes/Centers	42 - Facilities Plan & Manage
Primary Department	H4211-Asst VP FP&M/Office
Essential Functions (Job Duties)	<p>JOB PURPOSE Directs and develops the management team and staff responsible for operating engineers, maintenance skilled trades, custodial and grounds management services. Physical plant scope includes general fund, auxiliary and leased buildings, including athletic facilities. Reports to the Associate Vice President of Facilities Planning and Management.</p> <p>ESSENTIAL FUNCTIONS Selects, develops and directs a quality / customer service focused team of directors, associate directors, managers and their personnel, along with outsourced contractors in the operation, maintenance and repair of University facilities. Initiates and establishes standards for quality and service responsiveness, monitors and controls results to ensure the highest level of performance with available resources to satisfy department, division and University goals.</p> <p>Continuously improves the quality of services provided by motivating and empowering employees, implementing new technology, and revising processes and standard operating procedures to improve individual and team effectiveness. Monitors results and invites customer feedback to ensure responsive customer support and satisfaction.</p> <p>Interprets University priorities and allocates department resources such that the needs of schools / colleges / divisions are best satisfied using inputs from University leadership. Monitors and controls department expenditures to stay within budget while providing best value facilities services.</p> <p>Responsible for ensuring reliable and cost efficient operation and maintenance of building systems, building and grounds utility infrastructures, and especially HVAC and electrical systems and equipment. Works closely with customers, Design and Construction Services, Utilities and Energy Management, Business Services, Risk Management, Environmental Health and Safety, Public Safety, the Office of Environmental Sustainability and various utility companies to achieve best-practice performance, minimized energy consumption and costs, and appropriate environmental stewardship.</p> <p>Serves as a participating member of the FPM Leadership Team and a member of the following committees: collective bargaining, Safety, Energy Curtailment, Building Coordinators, Loss Prevention, Emergency / Crisis Management, and Special Events Coordination. Serves as a strategic partner in contract negotiations with union bargaining members and other University officials.</p> <p>Establishes, develops, initiates and monitors effectiveness of preventive maintenance programs for all University buildings and grounds. Aggressively manages preventive maintenance programs to ensure maximum life expectancy of physical assets, to minimize operating costs, and to minimize equipment and building downtime caused by emergency shutdowns or failures.</p> <p>Evaluates and determines need to outsource contracted labor and services, develops or causes development of applicable performance specifications, complies with competitive bidding policies, and issues contracts or purchase orders accordingly. Manages assigned self-performed or outsourced projects to ensure required budget / cost, schedule and quality performance. Works closely with Design and Construction Services to ensure proper operation and maintenance input is incorporated into the design of capital projects. Participates in building commissioning efforts to ensure proper function of building systems as capital projects are completed and turned over to the department for use and occupancy.</p> <p>Conducts investigations and analyses of service related incidents, insurance claims, employee grievances, or other issues as needed. Prepares reports regarding observations and finding, issues dispositions and determinations as appropriate.</p> <p>Performs other duties as assigned.</p>

Unique Duties	
Qualifications	<p>EDUCATION Bachelor's degree, B.S. in Engineering from an accredited institution of higher education is required. Strong performance will be given to those whose field of study was mechanical or electrical engineering, especially if related to building design. Preference will be given to those with M.S. in Engineering, Facility Management or Business Administration. Preference will be given to those with licensure as a professional engineer, or stationary operating engineer / refrigeration engineer.</p> <p>EXPERIENCE Significant professional experience with progressively advanced engineering and management responsibility. Participation in Association of College & University Physical Plant Administrators (APPA). Preference will be given to those with experience managing similar facilities operation and maintenance services for research intensive institutions of higher education, health care, pharmaceutical production or manufacturing.</p> <p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p>LEADERSHIP SKILLS Demonstrated ability to lead and motivate goal oriented outcomes. Must be agile and effective in developing collaborative decision-making environment with administration, customers and staff personnel; to lead by example. Demonstrated ability to accomplish delivery of services within a union-labor environment is essential. Ability to develop and sustain a culture of continuous improvement.</p> <p>CRISIS MANAGEMENT SKILLS Demonstrated ability to effectively perform under extreme stress and emergency response situations, to coordinate response and mitigation efforts to prevent or minimize personal injury and loss of property. Must be willing and able to respond to crisis situations 24/7/365.</p> <p>COMMUNICATION SKILLS Must be an effective communicator, both written and oral, capable of addressing large audiences including board and cabinet members; faculty, staff and students; professional constituents and the general public, including the possibility of responding appropriately to press inquiries.</p> <p>COMPUTER SKILLS Must be computer literate with preference in Microsoft Office proficiency. Working knowledge of buiding automation systems (e.g. Siemens and Honeywell) is required.</p> <p>PROBLEM SOLVING SKILLS Strong analytical and problem solving skills especially with respect to proper operation and maintenance of building HVAC and electrical systems.</p> <p>FINANCIAL SKILLS Considerable financial management experience in the development, monitoring and controlling of annual operating budgets. Ability to develop justifications for funding requests, including those for capital projects.</p>
Preferred Qualifications	
Testing Requirements	Not Applicable
Test Scheduling	
Job Type	Full-Time
Job Category	Management
Duration of Posting	
Fiscal Year of Job Open Date	2013
Job Open Date (When job is posted in the system)	06-07-2013
Job Close Date (or until suitable candidate is found)	Until Suitable Candidate is Found

Reposting Reason?

None (New Posting)

Application Information

Instructions for submitting your application:

Represented Position Message

Funding/Salary InformationSalary (Minimum)
(Non-Academic Only)

80600

Salary (Hire Max)
(Non-Academic Only)Salary (Maximum)
(Non-Academic Only)

149100

Hourly Rate
(Non-Academic Only)Salary Range
(Academic Only)

Is Position Bump Ineligible?
(Non-Academic, Represented positions only. Select
'No' for Academic. Select N/A if Non-represented.)
**NOTE: If 'Yes' is selected, then this is a Bump
Ineligible Position (BIP). The person who bids or
hires into this 100% grant funded position has no
bumping rights upon grant expiration or in a
reduction of force.

No

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The Affirmative Action Plans for Minority/Female and Veterans and Individuals with Disabilities is available in their entirety on the OEO website.

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state laws regarding nondiscrimination and affirmative action. Wayne
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opportunity for all persons regardless of race, sex, color, religion,
national origin, age, disability or veteran status, or any other
characteristic protected by applicable law.

Wayne State University * Employment Service Center * 5700 Cass Avenue * Suite 1900 AAB
Detroit, MI * 48202 * (313) 577-2010

Send comments or questions to: jobs@wayne.edu