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| H4241-Facilities Operations Zone 1 |
| Essential Functions (Job Duties) | JOB PURPOSE  Assure the reliability, efficiency, effectiveness and longevity of the university's physical plant assets, consisting of >120 general fund, auxiliary and lease buildings (>11 million s.f., 225 acres, incl. athletic facilities). Define work standards, scope and processes to support a workforce of +/- 90 supervisors, operating engineers, trades and support staff. Foster a culture of proficiency, responsibility and accountability. Engage the university community to better support facility requirements of its academic, athletic, administrative, and community endeavors.   ESSENTIAL FUNCTIONS  Establish criteria for work requirements, and priorities for all building systems and utilities to assure safety and operational reliability and extend asset life. Define work requirements, standards and conditions of work covering Operational Equipment Effectiveness (OEE), workforce productivity, avoidable overtime, emergency spot-buys and customer call-backs.   Structure and enforce work zones, assignments, duties, schedules, standard operating procedures and daily/weekly/monthly reporting guidelines. Streamline work allocation based on square footage, complexity, accessibility, skills and other criteria. Drive timely and correct closure on work orders. Improve standards for shops, logistics, material, tools & equipment. Engage support from HR, training, labor relations and business services.   Establish priorities and standards for preventive maintenance. Integrate PM strategy into job assignments, TMA work orders and blanket purchase order specs. Engage management, engineering and supervisors to upgrade PM methods and technologies.   Drive compliance with FP&M policies for data reliability. Scrub baseline asset data for all site areas and buildings. Set processes for room tagging, equipment identification, data collection, scrub and updates for TMA. Define document management processes for engineering drawings, specifications, manuals, etc.   Document Standard Operating Procedures. Compile, review, edit, revise, publish procedures and train for compliance. Update current procedures (e.g. meter reading, boiler inspections, etc.) and monitor TMA for compliance.   Document service contractor work scopes, standards, performance criteria and evaluations. Administer procurement and coordinate site activities, project close-out, performance validation and payment. Reduce over-reliance on outside contractors for routine maintenance and repairs.   Train and engage supervisors to structure, use and maintain CMMS (TMA Systems), and expand use of Building Automation Systems and other technologies to optimize asset performance.   Advise senior management on budgets and expense reductions through process improvements, technology upgrades and capital investment.   Coordinate maintenance programs with Energy Management Director, the Office of Environmental Sustainability and O&M Directors of Building Trades and Custodial Operations. Respond to stakeholder policies, occupancy and conditions of use, sustainability initiatives and special events.   Forecast annual operating budget requirements; review and adjust spending decisions to enforce budget compliance. Compile forecasts for capital renewal, systems optimization and technology upgrades. Coordinate project plans, stakeholder coordination, close-out and turnover for maintenance training, warranty recovery and occupant orientation.   Define proficiency standards for staff and contractors. Develop employee knowledge and skills for supervision, technology, customer relations and regulatory compliance.   Support the department's strategic objectives and performance improvement initiatives. Play a leadership role in standing committees: Safety, Building Coordinators, Emergency/Crisis Management, Special Events, Labor Relations, etc. |
| Unique Duties |  |
| Qualifications | EDUCATION  Bachelor's Degree in business management, a building-related specialty or a closely related field from accredited institution or equivalent combination of education and experience is required.   EXPERIENCE  Minimum two years experience managing line supervisors covering a workforce of 10-25 engineering or trades personnel. Minimum two years experience in building engineering process development and implementing the technical, operational and administrative requirements for improvements. Previous experience at a university (or comparable) campus and with building systems operations and maintenance using CMMS (work order management systems) is required.   KNOWLEDGE, SKILLS & ABILITIES   Performance Management: Must be proficient in LEADS competencies-- analytical and problem solving skills; business acumen; communication; creativity and innovation; customer focus; dealing with ambiguity/change; initiative-taking; organizational agility; personal credibility; planning/project management; teamwork & peer relationships   Organizational Skills: Ability to organize work priorities, data structures, competing demands, personnel. Ability to define objectives, engage supervisors and staff to adopt and achieve new standards for performance and accountability. Including fostering the use of advanced technologies for work planning, completion and status reporting.   Technical Knowledge: Broad knowledge of building systems including HVAC, plumbing, electrical, fire protection and other critical systems and controls (digital, pneumatic, manual), for critical facilities (labs, data centers, medical). Capable of analyzing technical, operational and administrative issues to provide direction, closure and customer satisfaction. Must be familiar with work order management systems, preferably CMMS.   Organizational Transformation: Ability to document and implement strategic and operational plans to transform legacy work structures, cultures and processes. Inspires confidence and enthusiasm in colleagues; Invites trust and increased responsibility from superiors  Computer Skills: Proficiency with Microsoft Office including spreadsheets, database and reporting tools.   Business skills: Proven ability to budget and account for revenues and expenditures, reconcile accounts, provide reports and projections and analyze and present financial information. |