|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | |  | | --- | | **Posting Details** | | |
|  |
| |  |  | | --- | --- | | Quick Link | jobs.wayne.edu/applicants/Central?quickFind=195284 | | Posting Number | 038769 | | Position Title | Management Systems Coordinator | | Number of Vacancies | 1 | | Academic Classification Title (Academic Only) |  | | Non-Academic Classification Title (Non-Academic Only) | ID103 - Sr Specialist | | School/College/Division/Institutes/Centers | 42 - Facilities Plan & Manage | | Primary Department | H4241-Facilities Operations Zone 1 | | Essential Functions (Job Duties) | JOB PURPOSE  Foster process discipline & performance metrics for operational reliability to ensure that facilities operations and maintenance technology platforms are integrated with maintenance standards and practices. Develop and maintain the department's technology infrastructure for the performance of facility operations and maintenance mission.   ESSENTIAL FUNCTIONS   Develop and document work process descriptions and flows for building operations and planned / preventive maintenance. Interpret work scopes and standards as established by departmental directors, to devise work task sequences, input documentation and interfaces between staff and facilities technologies and controls such as Computer Maintenance Management Software (CMMS) (TMA), Building Automation SystemsAS (Siemens, Honeywell) and life safety and security systems.   Assure operational reliability of information technologies university-wide. Oversee testing of CMMS (TMA Systems, as well as other proprietary systems). Coordinate network configuration and develop and implement data protocols. Integrate WSU information systems with those of contractor and suppliers.   Provide support for operational reliability of critical assets. Compile risk profiles for assets, operational priorities and reporting.   Oversee implementation and utilization of CMMS to manage assets, execute work requests and perform preventive maintenance. Drive standards for data integrity including data scrub, loading and maintenance at the systemic level, and documentation of work as performed at the operational level. Promote compliance with standards and practices for creating, prioritizing, assigning and closing work orders. Foster campus-wide reliance on TMA Systems as the gateway to initiating, tracking, completing and evaluating work requests.   Oversee performance and utilization of "smart" technologies, including Building Automation Systems, to monitor and efficiently operate HVAC equipment, power and other utilities, systems and controls. Coordinate monitoring center standards and practices with TMA Systems standards and practices to integrate dashboards to deploy staff to optimize operational reliability.   Promote training and proficiency of operations and maintenance staff in applying smart technologies in operating routines. Implement industry standards and best practices and provide training in security, functionality and use.   Develop performance metrics, dashboard configurations, reporting standards and analytical guidelines. Foster the data-driven standards and practices for problem resolution and performance improvement (PR/PI). Engage directors and supervisors, executive managers and building coordinators / key stakeholders to creatively apply systems information to troubleshoot deficiencies, resolve complaints, improve operational reliability and heighten the effectiveness of facilities maintenance staff.     Comply with Job Performance Expectations for Attendance, Performance and Behavior and perform other duties as required. | | Unique Duties |  | | Qualifications | EDUCATION  Bachelor's Degree in Facility-related Engineering discipline.   EXPERIENCE  3- 5 years experience at a university (or comparable) campus and with building systems operations and maintenance using CMMS and BAS is required.   KNOWLEDGE, SKILLS AND ABILITIES  TECHNICAL KNOWLEDGE: Working knowledge of CMMS, BAS, digital controls and facility operations and maintenance work scopes, standards and processes. Ability to read and interpret blueprints, CAD documents, perform data entry and prepare reports in TMA Systems, monitors, set and calibrates Building Automation Systems   INTERPERSONAL SKILLS: Attuned to supervisors and stationary engineers computer proficiency.    ORGANIZATIONAL SKILLS: Ability to define, direct and discipline lean, sustainable work standards and processes, communicate with stakeholders, and support management accountability for reliability, quality and efficiency.   COMMUNICATION SKILLS: Ability to communicate effectively orally and in writing, including the ability to explain technical concepts and ideas to no technical personnel.   ANALYTICAL AND RESEARCH SKILLS: Ability to evaluate, interpret, and present complex information effectively in professionally prepared documents or presentations. Must possess a demonstrated attention to detail in order to achieve a high degree of accuracy.   TEAMWORK: Ability to collaborate effectively with colleagues within the division and central units; ability to produce high quality and consistent results with assistance of team members; provide support to teammates when tackling complex projects. | | Preferred Qualifications |  | | Testing Requirements | Not Applicable | | Test Scheduling |  | | Working Conditions |  | | Job Type | Full-Time | | If fractional time, enter appointment percentage here: (or enter 'To Be Determined') |  | | Job Category | Professional/Administration & Supervisory/Management | | HERC Advertising Category | Staff & Executive | | E-Class & Description | NE-Non-rep Professional Exempt | | Position Class | ID103 | | Is this position subject to PERM requirements? | No Response | | EEO | 30-Other Professional (Support/Service) | | Position Number  (ex. N00001, N00002, N00003) | N94530 | |