

## View Pending Template Summary - Associate Director, Operations & Maintenance Engineering, FP&M

### Posting Details

Position Title Associate Director, Operations & Maintenance Engineering, FP&M

Non-Academic Classification Title  
(Non-Academic Only) ME101 - Associate Director

Preferred Qualifications

#### JOB PURPOSE

Ensure the safe, reliable, efficient, and effective operation and maintenance of the university's physical plant assets to maximize asset life expectancy and optimize system performance. Define work standards, scope and processes to support a workforce of supervisors, operating engineers, trades and support staff. Foster a culture of professionalism, proficiency, responsibility and accountability. Engage with the university community to better support facility requirements of its academic, research, athletic, administrative, and community endeavors.

#### ESSENTIAL FUNCTIONS

Develop 24/7 campus-wide job assignments, work standards and staffing plan. Direct the implementation of preventive, corrective and customer requested work orders. Develop proficiency, productivity and professionalism of staff. Oversee service contracts and drive contractor performance and value. Achieve key performance targets for building operations and maintenance regarding service, responsiveness, quality, and cost.

Define standards and guidelines to implement and enforce departmental policies for job performance, customer satisfaction, and stewardship of university assets, resources and funds. Understand customer expectations for facility performance, and define and enforce standards for operational reliability, asset longevity and cost efficiency in facility operations and maintenance. Develop job assignments, work standards and practices, task instruction; administer TMA CMMS (The Maintenance Authority Computerized Maintenance Management Software) work orders for all scheduled, requested and project work.

Prepare pre-shift plans, incorporating pass-down notes, open work orders, maintenance priorities, customer requirements and real-time conditions. Coordinate across all shifts and all areas of the campus. Adjust job assignments and coverage to reflect work priorities, available skills, absenteeism and access to work areas. Coordinate the work of contractors with the maintenance staff, and the completion of accurate documentation and close-out of TMA CMMS work orders. Coordinate the acquisition and availability of parts, materials, equipment, and information to ensure the proficient, efficient and timely completion of work. Swiftly resolve roadblocks and interruptions of work flow, changes in work requirements or conditions, unforeseen circumstances. Drive closure, traction, momentum.

Develop baseline data in TMA CMMS on assets, work instructions, maintenance histories. Maintain a continuous "health" assessment of all assets and building systems for operational readiness and capital renewal forecasting. Apply root cause analysis to develop corrective action plans and continuous improvement initiatives to

Essential Functions

streamline work processes and eliminate inefficiencies in labor, material and equipment utilization. Engage peer institutions, contractors and suppliers to drive best practice standards and performance outcomes. Establish, document, train and enforce standard operating procedures and supporting guidelines, work instructions, templates to drive consistency and accountability in facility operations and maintenance.

Support standards and priorities for process control and achievement of performance expectations. Master applicable labor agreements and ensure consistency with its compliance by staff across all areas of responsibility. Demonstrate consistent, reliable and professional conduct in relationships with customers, staff and contractors.

The position required flexibility for permanent or rotating assignment to all shifts, including afternoons, midnights, week-ends, holidays and swing shifts.

#### EDUCATION

Bachelor's Degree in a building-related specialty or a closely related field from accredited institution or equivalent combination of education and experience is required. Degree in mechanical, electrical, or industrial engineering is preferred.

#### EXPERIENCE

Direct experience supervising a workforce of 10-25 engineering or trades personnel.

Specific experience implementing lean process controls and continuous improvement for building engineering, operations, maintenance and administration.

Specific experience with a university (or comparable) campus is preferred and with building systems operations and maintenance using TMA CMMS and Siemens / Honeywell BAS.

#### KNOWLEDGE, SKILLS AND 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

Supervisory Skills: Ability to organize work priorities, data structures, competing demands, personnel. Ability to define objectives, engage staff and contractors 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,

#### Required Qualifications

cultures and processes. Inspires confidence and enthusiasm in colleagues; merits trust and increased responsibility from superiors

Information Technology: 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.

Job Category	Professional/Administration & Supervisory/Management
E-Class & Description	MA-Management
EEO	30-Other Professional (Support/Service)
Position Class	ME101
Employer Pass Msg	Thank you for your interest in career opportunities at Wayne State University. The selection process is currently underway and will continue until a successful candidate is chosen. Following an initial review, selected candidates will be contacted directly for an interview.
Employer Fail Msg	Your responses to the supplemental questions indicate that you do not meet the stated minimum qualifications for this position. We hope that you will consider other job opportunities at Wayne State University.
Salary (Minimum) (Non-Academic Only)	51600
Salary (Hire Max) (Non-Academic Only)	
Salary (Maximum) (Non-Academic Only)	95500
Hourly Rate (Non-Academic Only)	

#### Hiring Steps

Step	Stage
1	Search Committee Review
2	Interviewed
3	Recommended Finalist
4	Process Complete

---

#### [Affirmative Action/Equal Opportunity Employer](#)

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

Wayne State University is an Affirmative Action/Equal Employment Opportunity employer, which complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Wayne State University is committed to a policy of nondiscrimination and equal 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.

Send comments or questions to: [jobs@wayne.edu](mailto:jobs@wayne.edu)