CLARK ATLANTA UNIVERSITY
Job Description

<table>
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<tr>
<th>Position Title:</th>
<th>Director of Facilities – Full-Time</th>
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<tr>
<td>Department:</td>
<td>Facilities Management</td>
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<td>Reports To:</td>
<td>Vice President for Facilities Management</td>
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The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

**General Function (Description):**

Responsible for the operational management and administrative direction of facilities and grounds maintenance units and/or functions with broad responsibility. This position covers the management and oversight of building use, stewardship, operation, repair and maintenance, emergency planning and response of university facilities or grounds. This position directs the long-range strategic planning, operations, and/or administrative activities of the University’s facilities operations and maintenance. Analyzes the effectiveness of and establishes future direction for functional policies and programs. The primary duty is management of the University’s 3rd Party vendor Facilities service contract.

**Examples of Duties and Responsibilities:**

- Responsible for the oversight of the employees and contractors who perform maintenance, minor renovations, or direct services to university grounds, infrastructure, facilities, and equipment.
- Develops, implements and maintains a building management program for university-wide buildings.
- Provides day-to-day oversight of personnel assigned to building, mechanical, and electrical trades; grounds maintenance; and environmental services.
- Develops, implements and ensures compliance of policies and procedures associated with all aspects of operating the physical plant.
- Prepares cost estimates; bid comparisons; consults with professional contractors/experts; interfaces with control agencies; originates documents for service agreements, special repair construction and maintenance contracts; supervises the execution of minor renovation/remodeling and maintenance projects; conducts pre-bid job showings; coordinates, inspects and evaluates the work of contractors; approves expenditures related to the rehabilitation and maintenance of campus facilities.
- Inspects equipment and facilities to determine condition, safety and need for repairs; establishes priorities, planning, and scheduling of repairs for safety purposes; inspects the workplace and work project sites to ensure full compliance with industrial safety orders.
- Translates strategic and tactical business plans into facilities and grounds operational plans. Has latitude to make operational decisions within broadly defined parameters and decisions require a higher level of judgement.
- Identify and establish preventive maintenance plan; coordinate & integrate utility usage/optimization program, analyze data and provide recommendations.
- Responsible for ensuring campus facility and grounds safety for all inhabitants, and meeting all required ADA Accessibility standards. Establishes a quality assurance program, coordinates applicable training programs and safety programs, tracks and maintains accident reports and makes recommendations for accident prevention.
Establishes the direction, goals, implementation strategy and policies of the unit within the Facilities Management department.

Directs the efforts of and supervises contracted services staff, as appropriate, sets performance standards and accountability.

Advises senior administrators in implementing programs, new initiatives, and special projects. Suggests metrics, monitor and report related trends.

Assists the VPFM in the formulation of and administers the annual operating budget. Identify, recommend & implement building operations & process modifications to the physical plant for increased productivity and/or cost reduction.

Responsible for ensuring that all programs, activities, and series comply with university, state, and federal regulations.

Responsible for developing and maintaining partnerships throughout the University. Oversees communications, promotions, and public relations for department in order to achieve departmental goals and objectives.

Serves on various university, division and departmental committees and represents the department in student recruitment programs and at various state and national associations.

Responsible for maximizing space utilization, developing space management and planning activities including: analyzing moves for minimal disruption; move coordination; maintaining university space inventory and space allocations.

Other duties as assigned.

Knowledge, Skills and Abilities:

- Excellent written and oral communication, public relations, customer service skills, and the ability to interact well with a diverse population.
- Supervision of third-party vendors working in various trades that operate within a facilities operation.
- Knowledge of basic office policies and procedures.
- Knowledge of various computer equipment and operation; candidate must be proficient in Microsoft Office Products, in particularly Word, Excel, Power Point, and Outlook.
- Effective time management and organizational skills.

Preferred Qualifications:
Familiarity with all types of mechanical electrical, plumbing systems, building automation systems, energy conservation programs, utility distribution, for college or university. Certified Facility Manager.

Special Conditions:
- Physical, Mental, and Environmental Conditions: Up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; involves lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits; Drive motorized equipment. Ability to climb ladders, steps, and be able to physically reach rooftop areas and underground facilities for inspections.

Minimum Hiring Standards:
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<tr>
<th><strong>Education</strong></th>
<th>Bachelor’s of Science degree in facility management, mechanical, electrical engineering, architecture, construction management or related discipline.</th>
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<td><strong>Years of Experience</strong></td>
<td>Minimum five (5) years of full-time, paid professional-level experience in facilities management of educational, governmental, or commercial building facilities.</td>
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<tr>
<td><strong>Years of Management/Supervisor Experience</strong></td>
<td>Minimum three (3) years of full-time, paid professional-level experience in facilities management of educational, governmental, or commercial building facilities.</td>
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*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*