JOB TITLE: Director of Facilities
DEPARTMENT: Facilities
SUPERVISOR: Chief Operations Officer

MAJOR PURPOSE:
Provides the overall vision, leadership and management of the Facilities department while overseeing high quality maintenance at all campus facilities and properties.

ESSENTIAL FUNCTIONS:
Responsible for supervision and management of the Facilities department. Customarily and regularly exercises discretion and independent judgment in the following areas:

1. Supervise and administrate Facilities Department staff including: hiring and training of permanent staff and student employees; development of job descriptions for staff; coordination of work schedules; conducting regular maintenance staff meetings for training and morale building
2. Responsible for proposing and implementing facilities department budget and maintenance line items for all campus structures.
3. Manage and coordinate work requests including prioritizing and delegating work to staff and selection of outside contractor through competitive bid process, as needed.
4. Coordinate all special projects for remodeling and adapting usage to fit needs.
5. Coordinate facilities safety issues with WJU Security Officer; ensure code compliance with various agencies (fire department, City, etc.); maintain hardware/locks/keys for campus
6. Develop and ensure a high quality of campus custodial care through careful hiring/contracting, supervision, training, and direction of staff.
7. Oversee and ensure that landscaping is maintained at a high quality.
8. Ensure the documentation and mechanical maintenance of all University owned vehicles.
9. Develop and implement plans for preventive maintenance on all systems including: heating, ventilation, and air conditioning; hot water; plumbing; electrical; roofs; painting, etc.
10. Maintain energy management systems to minimize utility expenses.
11. Negotiate and manage vendor contracts for services (e.g. pest control, landscaping, etc.)
12. Coordinate the preparation of facilities usage for outside renters with the Assistant to the Vice President for Finance and Administration.
13. Meet with committees for long-range planning and campus development
14. Report regularly to supervisor accomplishments, needs, problems, issues which need further discussion
15. Any and all other duties as assigned

QUALIFICATIONS
EDUCATION/CERTIFICATIONS:
• Bachelor’s degree in relevant area preferred.
• Construction and/or Facilities management preferred
• Member in good standing with at least one relevant trade organization

Revised 3/6/2013
REQUIRED KNOWLEDGE:
- Demonstrated managerial experience and knowledge of facilities operation and budget.

SKILLS/ABILITIES:
- Operator certification for material handling/construction related equipment
- Proficient in Microsoft Office applications and other computer programs necessary to complete tasks

WORKING ENVIRONMENT:
The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support, without reservations, the William Jessup University doctrinal statement of personal Christian faith.

WORKING CONDITIONS:
The employee must have the ability and mechanical understanding of the following machines, tools, and other special equipment used to perform job duties: Hand and small power tools, ladders, shovels, vacuums, knowledge of HAZMAT regulations

VEHICLES OR MOVING EQUIPMENT DRIVEN AS PART OF JOB: Scissor lift, forklift, mowers, tractors, skip loaders, grading and turf equipment, dump trucks

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

________________________________________  ________________________
Employee Signature                        Date