



Job Title	Assistant Vice President, Facilities Operations	Job Code	FS0411
Pay Plan	A&P	Pay Grade	24
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	000
		Subfamily	Facilities Administration

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Facilities Administration Professionals provide leadership to various units within the Facilities area.

Job Summary

Responsible for the leadership, management, and strategic direction of the university's facilities' operations, including maintenance, housekeeping, recycling, GC minor projects, reliability, and engineering teams.

Representative Duties

1.
 - Responsible for the management, direction, and coordination of the Facilities Operations department, including satellite campuses. Functions to effectively maintain the university's physical assets
 - Coordinates the activities of these sections, consisting of administration, operations, reliability, and services at the university level
 - Represents the university with the Board of Trustees, municipal, state and federal regulatory agencies, architects, engineers and contractors. Develops and directs cost studies within the various departments of the Facilities Operations Department to provide efficient, effective service
 - Manages the budgets for the various accounts under FO's authority

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
10+ years of relevant work experience 5+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.