



Job Title	Associate Vice President, Facilities and Safety	Job Code	FS0412
Pay Plan	EXC	Pay Grade	25
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

Oversees facilities and safety departments.

Representative Duties

1.
 - Provides strategy, direction, and leadership to support the UCF mission and goals.
 - Provides timely and accurate analyses of budgets, project proposals, and business trends
 - Evaluates present and future needs for facilities and real estate, and develops the Capital Improvement Plan, the Campus Master Plan, and Capital Expenditure Plan. Operates and maintains all UCF facilities, real estate, and grounds, as well as the infrastructure and utilities to support them.
 - Creates and maintains an attractive campus environment that contributes to a sense of place, advances learning, and reflects UCF's commitment to stewardship of human, financial, and natural resources.
 - Operates building systems efficiently to foster sustainable growth.
 - Promotes a safety culture at UCF and provides a safe, healthy environment to support UCF's teaching, research, and service mission.
2.
 - Plans, develops, organizes, implements, directs, and evaluates UCF's administrative functions and performance
 - Participates in the development of UCF's plans, policies, and programs as a tactical partner in evaluating and advising on the long-range planning and regulatory actions
 - Develops solutions to administration business challenges
 - Participates on committees and assists the Vice President on other activities involving administrative and financial matters
 - Provides technical and professional advice and knowledge to others within administrative areas
 - May function for the Vice President in his/her absence
 - Manages Public Education Capital Outlay, Capital Improvement Trust Fund, donor, and related project construction budgets and funds; and PO&M, Utilities Infrastructure, Minor Projects, Campus Enhancement, Auxiliary, and other operational and salary budgets and funds
 - Represents UCF with members of the university community on a regular basis
 - Interacts with Board of Trustees, State board of Governors, community leaders, local and state public officials, and business partners

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
12+ 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.