



Job Title	Director, Facilities Maintenance	Job Code	FS0420
Pay Plan	A&P	Pay Grade	22
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

Plans, implements, organizes, tracks, and monitors all aspects of off main campus housekeeping and maintenance service operations.

Representative Duties

1.
 - Provides technical planning, organizing and coordinating operation and maintenance activities for satellite campus buildings
 - Plans, develops policies, directs, implements, and controls programs for preventative maintenance, repairs, and utility operations
 - Responsible for oversight of installation of building systems and infrastructure and makes recommendations for final acceptance of projects
 - Reviews and analyzes project programs
 - Participates in the design process of facilities to assure that the university system's needs are effectively satisfied
 - Develops and implements preventative routine and planned maintenance projects and standards
 - Sets guidelines and schedules for the maintenance of all university buildings
 - Responsible for the supervision and training of all maintenance personnel relative to the established guidelines and standards
 - Organizes, and implements processes and programs related to meeting building cleanliness and maintenance standards, managing all satellite campus Housekeeping and Maintenance services
 - Supervises the work of Facilities Operations Maintenance and Housekeeping Supervisors to ensure that their direct reports have the training, equipment and supplies to meet building cleanliness and maintenance standards
2.
 - Analyzes job and overhead costs and changes methods and procedures as necessary to improve the department's efficiency
 - Evaluates condition of buildings and systems and recommends and initiates work orders
 - Monitors the progress of jobs toward completion as scheduled
 - Prepares estimates for Preventative Maintenance work orders, issues work orders, completes work orders, schedules jobs and follows them to completion, keeping jobs on schedule and within budget: provides remedial action when necessary
 - Initiates maintenance and repair projects funded through minor projects and infrastructure funding
 - Participates in the review of plans for major and minor building projects, participates in substantial completion and final inspections of such projects
 - Assists various other units, Building Automation and Energy and Facilities Planning and Construction, in planning and inspection of maintenance repairs, alterations and construction projects

- Develops and implements job and work standards, inspection procedures for workmanship, performance, productivity and safety
- Drives UCF vehicle
- Participates in determining the various operating budgets relative to Maintenance Unit activities, helps monitor to see that expenditures are within prescribed limits and takes action to control expenditures
- Develops and implements procedures for supply and equipment requirements, requisitions and follow-up
- Develops and implements procedure for administration and supervisory tasks involved in personnel counseling, timekeeping and job records
- Responsible for the management of all elevator systems and the related contracts and procurement of them
- Participates in the design process of facilities to assure that the University System's needs are effectively satisfied

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
8+ years of relevant work experience 3+ 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.