



<b>Job Title</b>	Director, Housekeeping	<b>Job Code</b>	FS0421
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	21
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Facilities	<b>Union Code</b>	000
		<b>Subfamily</b>	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 all aspects of work in planning, organizing and directing the activities of Housekeeping, Recycling Services, and Maintenance as they support Facilities & Safety and university-wide functions.

**Representative Duties**

- Responsible for the technical planning, organizing and coordinating the operation, housekeeping, and recycling services for on and off campus buildings day-to-day activities
- Plans, develops policies, directs, implements and controls programs for preventative maintenance, deep cleaning, and housekeeping projects
- Takes personal responsibility for major shifts of resources in order to meet deadlines of critical jobs
- Issues work orders, schedules jobs and follows them to completion, keeping jobs on schedule and within budget; provides remedial action when necessary
- Plans, implements, and completes studies and reports for improving administrative and operational service performance
- Develops policies and procedures for operational unit.
- Determines the various operating budgets relative to Housekeeping and Recycling Services Unit activities
- Monitors expenditures to insure they 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 staffing levels within Housekeeping and Recycling Services
- Updates duties and initiative cross training in order to find greater efficiency in the organizational structure
- Provide guidance and assists in the development of the department's Performance Appraisal process for departmental supervisory staff
- Expand and further develop the university solid waste and recycling programs
- Further develop operational procedures, staffing and budget; expand the collection systems

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
8+ years of relevant work experience 3+ years of leadership experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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**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.**