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|-------------------|------------------------------|--------------------|---------------------------|
| Job Title | Director, Quality Management | Job Code | FS0423 |
| 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

Develops and leads a quality management and improvement program and system for UCF Facilities & Safety (F&S)

Representative Duties

1.
 - Oversees all aspects of F&S total quality function including Quality Assurance, Quality Control, Quality Management, and Quality Improvement
 - Ensures F&S outcomes meet UCF (students, faculty, and staff), Board of Trustees, Board of Governors, and State of Florida needs
 - Manages staff to ensure ethical and compliant performance
2.
 - Directs and manages Quality Management & Improvement department in the creation, implementation, execution, and growth (maturity) of a F&S quality management system
 - Creates and implements a quality strategy that identifies and executes actions aligned with UCF Collective Impact Strategic Plan
 - Identifies, develops, communicates, and monitors metrics to meet F&S goals

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 | | |
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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.