



Job Title	Manager, Asset Management	Job Code	FS0433
Pay Plan	A&P	Pay Grade	20
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 executive leadership to various units within the facilities areas.

Job Summary

Implements the maintenance management program and identifies and manages asset risks that could adversely affect UCF operations. This position will lead the effort in identifying and making recommendations for process or efficiency improvement. Then leads implementation of the improvements as directed by management.

Representative Duties

1.

- Develops and implements efficient and effective preventive and predictive maintenance (PM/PdM) standards and procedures
- Implements key performance indicators for the overall efficiency and effectiveness measurement of campus wide equipment reliability and maintainability
- Provides analysis and systematic process knowledge to make sure each level of the organization is striving for efficiencies, cutting waste, and promoting success and improvement

2.

- Updates Facilities policies, processes and procedures to continually drive efficient and effective process improvements
- Assists with Facilities processes flow; from the setup of the database, prioritizing work, planning and scheduling, supervision, line employee actions and expectations, as well as customer expectations
- Creates and optimizes a process flow for any part of the organization
- Develops reporting tools and queries to be used for driving efficiencies and reduction of waste
- Develops formal site wide maintenance training to ensure proper application of the reliability program
- Assists Zone Supervisors with inventory assets, PM requirements and enters into the Computerized Maintenance Management System (CMMS)
- Provides process guidance and support
- Assists supervisors with making recommendations for equipment replacement
- Participates in the development of criteria for and evaluation of equipment and technical maintenance, repair and operating (MRO) parts suppliers and technical maintenance service providers
- Leads groups that are developing or refining processes as well as performing reliability engineering analyses
- Performs Cost-Benefit Analysis for maintenance and reliability related issues to make best use of available resources
- Continuously evaluates the effectiveness of the preventative maintenance program and make recommendations for improvement
- Leads conducting time studies for purposes of creating standards and driving efficiencies for repetitive work processes

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work 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.