



Job Title	Manager, Facilities Operations	Job Code	FS0741
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	000
		Subfamily	Maintenance

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.

Maintenance Professionals Performs a broad range of duties essential to efficient, effective, and safe operation of facilities and services within and across the university.

Job Summary

Oversees facilities administrative areas to include maintenance, custodial and daily operations.

Representative Duties

1.
 - Serves as liaison to ensure service providers complete tasks timely and efficiently
 - Performs and supervises equipment use, installation and moves
 - Assesses facility requirements
 - Obtains quotes for parts or service when necessary
 - Procures parts, materials and supplies and performs budget planning for equipment and operations
 - Monitors vendor services contracts
 - Resolves customer service issues
2.
 - Ensures compliance to all regulations for hazardous waste disposal
 - Develops preventive maintenance plans and conducts inspections
 - Oversees daily operations of maintenance, custodial, and student staff
 - Assists with coordination and supervision of facility improvement projects

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.