

ASSOCIATE DEAN OF ADMINISTRATION/CAMPUS FACILITIES MANAGEMENT

The Associate Dean of Administration reports directly to the Dean of Administration to whom he/she is responsible for the day-to-day operation and maintenance of campus facilities and whom he/she assists in the planning and development of campus facilities. He/she shall:

- in consultation with the Dean of Administration, establish departmental goals and objectives for service to the main campus and all off-campus sites;
- provide effective and timely services to College sites in the areas of engineering, housekeeping, buildings and grounds operation and maintenance;
- develop and implement programs and plans for planned and preventative maintenance of all structural and operating systems involved in campus facilities;
- continually collect, organize and analyze data on the condition of all campus facilities for use in planning and decision making, and report regularly to the Dean of Administration on findings and implications for institutional planning and action;
- assure that all operations and activities under his/her supervision are in compliance with all applicable codes, rules and regulations, such as PESH, OSHA, ADA, fire and building, health, labor, etc;
- work with Assistant Dean to finalize projects and take over and maintain facilities;
- submit operating budget requests and manage established operating budgets, providing leadership in promoting increased productivity and controlling operating expenses and special project costs;
- plan, recommend, implement and operate programs and projects, which provide a safe and secure physical environment for persons and property;
- supervise, direct, and evaluate the performance of personnel assigned to the Campus Facilities Department;
- perform other duties as assigned by the Dean of Administration.

Desired Qualifications

Education: Bachelor's degree in Mechanical or Electrical Engineering or other relevant field required, except as noted below.

Experience: Minimum of ten years in physical plant management, engineering, construction management or architectural experience is required, along with a thorough knowledge of building trades, excellent communication skills and demonstrated management ability. Knowledge of maintenance and energy management systems is required.

Other:

1. Comprehensive and thorough knowledge of the various fields and disciplines related to the responsibilities of the Campus Facilities Department; such as, building trades (electrical, mechanical, plumbing, carpentry, HVAC, etc.) architect, facility planning, drafting, facility design, writing technical specifications, construction, management, plant safety and security, purchasing, inventory management, and transportation.
2. Ability to effectively direct and supervise a diverse work force with varying skill levels, demonstrating significant team-building skills.
3. Ability to plan, manage, and report on complex projects, meeting deadlines within established budgets.
4. Ability to use current technology in Facility Management and planning, including GIS, energy management, personnel productivity, project management, etc.
5. Superior organizational skills, and the ability to prepare, achieve, manage and report on departmental and project goals, objectives and budgets.
6. Ability to work well with others, throughout an organization such as the College, developing and maintaining productive working relationships.
7. Superior communication skills, both verbal and written.