Working Title: Director, Facilities Management
Hayes Hill Title/Level: Director, Physical Plant (S)
Type of Appointment: Limited appointment
Position Reports to: Vice Chancellor of Administration & Finance

POSITION SUMMARY: This position is responsible for the leadership, supervision and direction of the campus facilities management and planning, including: building maintenance, grounds, custodial services, central heating plant, general services and motor pool. This position coordinates the campus physical development planning process, participates in the development of the biennial capital budget, provides oversight on campus construction and remodeling projects, and serves as the campus liaison with the Division of State Facilities, UW System capital planning and external architects and contractors. This position reports to the Vice Chancellor for Administration and Finance.

Duties and Responsibilities:

1. Leadership and Management
   - Plan, organize and direct physical plant and related operations;
   - Administer programs, resources and budgets;
   - Provide technical consultation in facilities management;
   - Determine staff needs; interviews and hires staff and evaluates performance;
   - Assure proper staff training in regulations, procedures and operations; sets work priorities and plans daily and long-term projects for facility needs;
   - Formulate policies and procedures that integrate operation functions with facility management;
   - Serve on committees for overall planning of facilities;
   - Prepare specialized reports and studies.

2. Campus Planning
   - Conduct/coordinate campus planning/design and program analyses as directed;
   - Develop capital project programs and coordinate projects from concept through planning preparation for bidding, construction inspection, and closeout;
   - Responsible for various campus master planning efforts with development of planning program statements, recommends consultants and implementing plans;
   - Develop technical correspondence, reports, and recommendations for professional staff review.

3. Operations
   - Manage programs for preventive and special maintenance of facilities, equipment, grounds and custodial services;
   - Determine if in-house or contractor repair is appropriate; inspect buildings, grounds, and related systems for maintenance and repair needs;
   - Direct service providers, contractors and vendors; prepare detailed cost estimates of proposed projects and equipment;
   - Assist in the development of contracts and service agreements; insures compliance with terms and authorizes payments;
   - Prepare reports and plan using computerized maintenance management system;
   - Assist in overseeing safety and security programs.
4. Construction and remodeling
   - Review and certify need for repairs and coordinate vendor work;
   - Coordinate the development of plans and specifications for remodels or new construction and estimates costs for proposals;
   - Coordinate with utilities and public agencies regarding service and compliance matters;
   - Coordinate with architects and construction contractors on projects.

5. Energy Conservation
   - Monitor energy consumption on the campus;
   - Oversee the charge backs to auxiliary services for energy use based on cost and production of energy;
   - Work with UW-System and DOA on energy reduction plans;
   - Lead the campus energy conservation program;
   - Keep current on energy trends, costs, energy conservation and alternative energy efforts.

6. Environmental
   - Responsible for assuring the Storm Water Management Permitting process is up-to-date and reports are submitted as per state regulations;
   - Monitor activity on the campus to assure contractors, vendors and the university community are responsible for the environment and all state and federal regulations;
   - Work with the campus sustainability coordinator and student groups on short and long range projects.

7. Foster positive relationships with all external and internal constituencies served by the university
   - Promote Facilities services within the campus community, including effective coordination and communication with faculty, staff, students and community members to ensure that planned facilities projects support stakeholders' physical environments and promote positive learning and working environments;
   - Promote communication between all campus building managers and auxiliary departments as it relates to facility and maintenance issues, lead the facilities communication team effort, plan short and long term plans and goal with building managers.

8. Provide emergency response planning
   - Participate in the campus emergency response planning; assure departmental units are covered under an emergency response plan;
   - Assure contingency plans are up-to-date for all critical services;
   - Assure all department personnel are trained in department emergency response plans;
   - Be proactive to ever-changing situations and adjust emergency plans accordingly.

9. Miscellaneous
   - Other duties as assigned
Knowledge, Skills and Abilities:

- Knowledge of hazardous and infectious materials disposal; environmental, safety compliance codes and recommendation; carpentry; plumbing; electrical work; HVAC maintenance and operations; preventive and predictive maintenance; procedures and frequencies of custodial operations
- Knowledge and understanding of energy conservation techniques; building codes and related regulations; blueprints and building plans; estimation of costs of materials and supplies for construction and remodel projects; writing construction specifications; purchasing; inventory control
- Knowledge of the State of Wisconsin procurement system
- Experience working productively as part of a team effort
- Demonstrated leadership, visionary thinking, strategic planning skills, strong management and analytical skills, complex problem solving skills, and experience in technology and information systems
- Excellent verbal, written, and interpersonal skills with the ability to communicate well with a variety of people
- Demonstrated experience in employee training on safety, procedures and equipment use
- Skilled in using Microsoft Office, email, electronic calendar and electronic work order systems
- Ability to plan, assign and supervise the work of others, plan projects and apply standard maintenance practices and concepts
- Ability to adapt to changing facilities management standards and requirements
- Physical ability to sit at a desk and/or operate a personal computer for hours at a time
- Ability to work effectively with all levels of University personnel as well as off-campus professional agencies
- Ability and demonstrated commitment to persons of diverse cultures and multiple voices
- Possession of a valid driver’s license and the capability to operate state owned vehicles

Minimum Qualifications Include:

- Bachelor’s degree in facilities engineering, architecture, design, planning, or related field
- 5 years of progressive experience in the maintenance of complex facilities preferably those facilities that would be found in a university setting
- 3 to 5 years of supervisory experience

Preferred Qualifications Include:

- Master’s degree in management, planning or closely related field
- Experience in Preventative Maintenance
- Experience in Project Management
- Experience with the University of Wisconsin System