



DATE ISSUED: 09/05
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Facilities Manager/Pioneer Hall

JOB SUMMARY

Performs responsible facility management in directing the scheduling, coordinating usage, and supervising the operation of the Movement Science Complex. Works with the Kinesiology department to ensure policies for scheduling and utilization of the facility and activity areas are followed. Teaches a class in facilities management. Work is performed under minimal supervision with evaluation based on overall effectiveness and accomplishment of assigned goals and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Chair, Department of Kinesiology

Supervises: May supervise Student Assistants, custodial staff, and/or temporary employees

PRIMARY DUTIES - May include, but not limited to the following:

Develops and implements policies for the use and maintenance of the facility and related equipment.

Coordinates scheduling of the facility with Kinesiology and academic facilities.

Consults with the Physical Plant regarding maintenance and operations.

Assists the Chair of the Kinesiology department with academic accommodations.

Coordinates schedules of supervised employees to cover the operational hours of the facility, plus weekends and holidays.

Must be qualified and able to teach a class in facilities management.

Maintains inventories, status, and replacement of equipment.

Gathers all information pertinent to the facility and develops an efficient way to disseminate this information to students, faculty or the general public.

Ensures that staff members are informed of safety and security policies and procedures.

Participates in programs for staff in the facility.

Maintains departmental records and composes correspondence.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Master's degree in Physical Education, Facilities Management, Recreation or related field.

EXPERIENCE

Demonstrated facility management experience with responsibilities for security and safety of property and personnel. Demonstrated experience in event management, scheduling, and supervision of employees.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively -orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk

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or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.