



DATE ISSUED: 06/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager of Facilities Operations - HOU

JOB SUMMARY

Provides professional expertise to the department in planning, scheduling, design and execution of new construction, remodeling and renovation work, and utility infrastructure upgrades relating to the Houston Campus. Directs physical facilities services necessary to support the mission of Texas Woman's University. This includes the acquisition, maintenance, repair, renovation and operation of building and supporting infrastructures. Manages the maintenance of an urban campus high rise building, grounds and utility operations relating to heating, cooling, and ventilating systems. Assists with the planning and determination of required resources for effective management of the operation and maintenance of the Houston Campus. Responsible for the implementation and management of energy conservation programs. Work is performed under the supervision of the Associate Vice President of Facilities Management and Construction and/or the Director of Physical Plant and performance 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: Associate Vice President of Facilities Management & Construction and Director of Physical Plant

Supervises: Technical, administrative support, skilled building trades, and custodial personnel

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

Oversees the day-to-day management of the Facilities staff to assure the operation and maintenance of planning and improvements, to campus facilities and utility systems.

Serves as alternate for the AVP on the Board of Directors for the Thermal Energy Corporation (TECO).

Coordinates day-to-day activities with Texas Medical Center (TMC) member institutions as required by the AVP.

Oversees the maintenance and improvement of the campus grounds and horticulture.

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Assists the Associate Vice President of FMC and the Director of Physical Plant and works with the Office of Human Resources to promote diversity within Facilities and to support existing University programs designed to create a welcoming environment for everyone.

Hires, trains, monitors, and conducts scheduled evaluations of the work performance of employees supervised.

Serves on or chairs committees for facility upgrades and sustenance programs.

Manages the utility, energy management system and mechanical systems throughout the campus.

Assures the maintenance and operation of hot water tanks/boilers, cooling towers, domestic water system components, pumps, steam autoclaves, air compressors, and rotating equipment.

Provides management oversight of a staff responsible for operating HVAC, building, and remote equipment and/or systems related to campus service delivery.

Assists in establishing and enforcing policies and procedures for preventive maintenance programs designed to minimize unwarranted failure.

Performs inspections of HVAC equipment and building components on a periodic basis and documents maintenance records.

Oversees the troubleshooting and analysis of rotating equipment failure, pump seal failure and balancing.

Assists in negotiating contracts with outside contractors.

Prepares cost estimates for minor construction and maintenance projects.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Provides recommendations for solutions to meet facilities needs of University departments and activities.

Sets goals and objectives for accomplishing tasks in a timely fashion and establishes procedures and standards for routine service as approved by the AVP.

Performs other duties as requested.

EDUCATION

Bachelor of Science degree in Engineering preferred. Technical trades, licenses, certifications required.

EXPERIENCE

Minimum of ten years of progressively responsible facilities management experience. Demonstrated experience in fiscal management, technical operations, management of trades, interpersonal communications, effective human relations and conflict management.

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

Knowledge of all areas of Facilities Management Services operations such as; utility systems, mechanical-HVAC equipment, and various skilled crafts.

Knowledge of construction procedures and bidding processes.

Detailed knowledge of safety, environmental, energy, ADA, and Federal and State regulatory requirements.

Knowledge of purchasing, personnel, accounting, and budget processes.

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 apply budgeting and fiscal planning techniques within financial constraints.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Requires strong analytical, interpersonal, writing, and critical thinking skills.

Ability to understand and work from sketches, blueprints, and specifications, and understand complex designs.

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.

Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

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 is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 25+ pounds.

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WORK ENVIRONMENT

Supervisors are responsible for maintaining 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.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should require their employees to operate equipment safely and report any unsafe work conditions or practices to management or the Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

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.