

**Alverno College
Exempt Position Description**

Position Title: Director **Date:** February 2023

Department: Facilities **Status:** Full Time / 12 month

Reports To: Vice President — Finance & Administration

Primary Function: Manage all aspects of the Facilities Department, including buildings, grounds, utilities, and energy management systems. The director oversees maintenance employees and trade contractors. Follows energy usage and budget control.

Principal Responsibilities

1. Supervise staff in operational and administrative functions. Delegate to subordinates and hold them responsible for satisfactory performance of assignments.
2. Oversee and plan accordingly for all contracted services (custodial, electricians, plumbers, roofers, painters, HVAC, landscapers, snow removal, etc.).
3. Prepare, monitor and communicate operational and payroll budgets for the department.
4. Order equipment and supplies as needed; manage inventory.
5. Assist in preparation and maintaining the capital budget, including management of deferred maintenance inventory and prioritization.
6. Lead and provide oversight for Capital Projects, including planning and executing all small and large capital building projects that include new construction, renovation and/or repair.
7. Coordinate the development, implementation and maintenance of a campus long-range physical development plan.
8. Participate in College Committees, including Public Areas and others as needed.
9. Prepare and maintain operational plans. Monitor and report on targeted benchmarks.
10. Establish policies, rules and procedures governing the operations, maintenance and cleaning of campus facilities including establishing and maintaining routine preventative maintenance and cleaning schedules; managing facilities work order systems.
11. 24/7 availability is required for campus emergencies, including weather related feedback regarding the condition of campus grounds.
12. Perform other duties as assigned.

Knowledge and Skills Required:

1. Bachelor's degree in construction, engineering, project management or equivalent experience.
2. Demonstrated knowledge of leading capital project planning and management including early estimator skills, budgeting, planning, construction and renovation.

3. Experience in overseeing a facilities operation.
4. Experience in implementing and managing preventative maintenance programs.
5. Knowledge and understanding of city/municipal codes.

Licenses/Certificates

1. Must have a valid Wisconsin motor vehicle license and be insurable under the College's insurance plan.
2. A low pressure boilers license and permit is preferred.

Working Conditions

1. General office environment.
2. Exposure to noise, hazardous materials, and adverse weather conditions all associated with the operation of the facilities.
3. Facility personnel may be required to work extended or additional shifts to provide needed assistance for solving operation system problems.

How to Apply

- Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>
- Please attach your cover letter, resume, and list of references to the online application

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