



FACILITIES DIRECTOR

DEPARTMENT: FACILITIES
CLASSIFICATION: EXEMPT
REPORTS TO: CHIEF FINANCIAL OFFICER (CFO)
SUPERVISES: CONFERENCE SERVICES DIRECTOR, SENIOR MAINTENANCE TECH AND CUSTODIAL STAFF
LAST UPDATED: AUGUST 2017

SUMMARY OR RESPONSIBILITIES:

The incumbent, reporting to the CFO, directs leads and oversees a range of facilities related functions, which include:

- **Capital Improvements:** serves as project manager and main point of contact for construction and capital improvements at IAIA.
- **Facilities Department:** Supervise the facilities staff. Manage the department's administrative and project delivery processes including services provided by external vendors and/or contractors. Oversee the department's operating budget.
- **Internal to IAIA:** In collaboration with senior leadership and managers, ensure effective delivery of facilities and maintenance services.
- **External to IAIA:** Oversee IAIA's capital program communications and adherence to approvals in accordance with prescribed processes.

The position is responsible for effectively managing multiple integrated policy, management, and administrative processes in a public higher education environment. The incumbent will interact with staff, administrators, and executives within and outside of IAIA. The quality of the communications and work of this individual will convey to IAIA, state and design and construction professionals how the Institute conducts its business. Supports IAIA's mission, vision and core values.

ESSENTIAL FUNCTIONS: This description represents the essential functions and qualifications for the position. Any or all aspects of the description are subject to change at any time and without advance notice. Occasional travel is required.

- Provide oversight and management to institute capital projects that involve the IAIA including, but not limited to the following:
 - Provide assistance to insure all statutory requirements are met and all IAIA processes, policies and procedures are followed, such as:
 - Attend IAIA and related committee meetings as needed;
 - Assist with the preparation, timely dissemination and maintenance of university IAIA agenda items;
 - Follow-through with IAIA actions in a timely manner;
 - Provide assistance to the university and/or state officials as requested, especially as it may pertain to IAIA review of projects and technical elements;
 - Assist with reviewing, processing and scheduling university project requests for review and approval by the IAIA that involve budget, scope or funding changes;
 - Assist with compiling and reporting university recommendations for architect selections.

- Execution of projects approved by the IAIA to insure full compliance with policies, procedures, including the architect selection process and a standard design manual;
- Implement of policies and procedures to carry out the direction set by the IAIA including promulgating technical standards and requirements.
- Coordinate and monitor university projects approved by the IAIA through project completion within the approved project scope, budget and available funding;
- Serve as a liaison for the university to the construction and design community and assist addressing issues and concerns as they relate to the university procurement methods;
- Assist with periodic reviews of policies, procedures and budget and fee calculations.
- Assist with determining early design phase for projects that require approval.

Capital Improvements Program Development and Support

- Process and report capital project budget requests, approvals and manage the implementation of projects.
- Facilitate communications to establish system and campus/institute capital project priorities.
- Develop and provide assistance for capital budget submittals to university administrators, IAIA, in accordance with applicable policy and procedures.
- Provide assistance in communicating to administrators the planned and approved capital project financial status and issues.
- Coordinate campus/institute capital project requests for evolving infrastructure and facilities goals.
- Provide assistance and prepare justifications for capital budget requests to the Finance and Administration.
- Provide assistance with formulating, reviewing, and revising policy relevant to capital projects.
- Prepare issue briefings and communications for executive review of the capital program.

Architect and Contractor Services Oversight

- Manage services through staff and direct oversight.
- Develop and maintain standards for performing the administrative, design, and construction processes required for the project
- Administer the architect selection process in accordance with IAIA policies.
- Utilize alternate project delivery methods consistent with IAIA policy.
- Administer all vendor contacts. Review and renegotiate annually in accordance with IAIA Finance and Administrative Services Policies.

Department Administration and Management

- Manage all division employees (currently 5) and activities, which include but are not limited to hiring, directing, motivating, training and evaluating.
- Develop, implement and improve processes and procedures in the department.
- Identify department needs for expertise and make recommendations as required.

Campus Master Plans and Special Projects

- Assist with the development and updates to campus master plans.
- Manage facilities assessments of campus facilities to be utilized in establishing capital project priorities.
- Oversee other special initiatives as required by the university, state or other external authority.

Institute (Facilities) Representative

- Assist with the development and maintenance of space standards and definitive design criteria for planning purposes.
- Develop facilities programs in coordination with campus administrators and user groups consistent with campus priorities, master plans and capital budget priorities.
- Provide assistance and participate in state level process and policy development as the university's representative.
- Develop communications regarding IAIA's capital program.
- Serve on various campus committees, which may include chairing one or more committees.

REQUIRED EXPERIENCE/EDUCATION:

Must have a BA, preferably in engineering, architecture, facilities or construction management, or significant direct experience and/or one or more trade certifications. A minimum of seven (7) years of management responsibilities including oversight of projects in excess of \$10million. Must have with at least five (5) years' supervisory experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent organizational leadership and interpersonal skills.
- Ability to provide the highest level of customer service to internal and/or external clients, in an optimistic and professional manner.
- Experience and general understanding of construction materials and methods, building codes and standards from an architectural and construction perspective.
- Experience and a fundamental understanding of basic real estate transactions and the related legal concepts and terminology.
- Experience and proficiency in design and construction contract review.
- Experience in leadership in professional and/or community organizations.
- Experience in reviewing capital proposals.
- Strong existing relationships with architectural, engineering and construction professionals.
- Familiarity with diverse public higher education facility development needs.
- Demonstrated understanding of public higher education designer selection processes, various construction delivery methods and a general knowledge of analyzing, initiating and executing large, complex capital projects.
- Knowledge of public higher education capital program processes.
- Experience in meeting administrative budgetary requirements for organizational operations.
- Competency in standard office software systems.
- Innovative - forward-thinking, promoting and striving for excellence in design;
- Effective communicator - communicates clearly and accurately to small and large groups, including legislative bodies; including strong written and oratory skills.
- Team player - Ability to work effectively as part of a team;
- Organized - Ability to meet deadlines with accuracy and attention to detail;
- Diplomatic - Ability to balance the interests of public higher education.
- Clean driving record, in order to be bondable to drive company vehicles.
- Ability and experience in meeting the highest standards of customer service principles and processes.
- Ability and background in meeting strict deadlines and prioritize workload, which includes being able to multitask in a creative and resourceful manner; in a fast-paced work environment.
- Knowledge of business and management principles involving strategic planning, resources, and coordination of people and resources.
- Ability to interact, establish rapport and work successfully with a wide range of people or groups, which includes staff, faculty, students and contract services vendors.
- Ability to resolve conflicts in a positive and constructive manner.
- Adhere to appropriate standards of conduct and ethics, including confidentiality, integrity and honesty; compliance with directives; demonstrate ability to adapt to changing work environments; cooperate and work respectfully with others; participate in pro-active problem solving; fulfill job duties, and participate in meeting as required.
- Ability to work without close supervision, to begin projects independently (or as assigned), and to bring projects (or assignments) to conclusion on a timely basis.
- Ability to work occasional evening and weekend hours.

WORKING CONDITIONS:

- Ability to read and interpret basic to complex data/information/guidelines/ procedures, etc. related to facilities, capital projects, contractor services, master plans and special projects.
- Ability to sit for extended periods of times, using a computer work station.
- Ability to work in a wide range of weather conditions from extreme heat to extreme cold.
- Ability to work in wide range of environments with exposure to dust, particles, fumes and volatile organic compounds.
- Ability to climb, reach, crawl, bend and/or crouch.
- Ability to use effectively and safely a wide range of construction tools.
- Ability to use effectively building equipment, such as drills, saws, etc.
- Ability to move and/or maneuver items weighing up to 30 lbs.
- Position may be asked by manager to perform other/additional duties.
- Performance evaluation will include assessment of performance results as described herein.
- Management has the right to revise this job description at any time, with or without notice.
- The job description is not a contract for employment.