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| Position Title: | Assistant Vice Provost-Facilities Operations | | |
| Reports To: | Vice Provost | | |
| Department: | Facilities Management | Job Code: | 0400-00E |
| Prepared By/Date: | Odessa Orro/01-22-2007 | Job Group: | PEC |
| Approved By/Date: | Curtis Reynolds/01-22-2007 | Salary Grade: | 19 |
| Revised: | Jennifer C. Brito/06-08-2009 | FLSA Status: | Exempt |

Summary:

The Assistant Vice Provost is responsible for planning, coordinating, implementing, and managing the operations, maintenance, and facilities services of campus infrastructure and buildings, and related special projects. This individual works with the Vice Provost to develop the long-range plan for facilities operation; forecasts fiscal needs, manages annual operating budgets, and performs periodic cost and productivity analyses.

Essential Duties and Responsibilities:

- Reviews facilities project plans and specifications to ensure that quality, durability, maintainability, energy conservation and cost standards are met
- Develops and executes monthly maintenance/capital outlay plans
- Oversees the overall operations of various units reporting to this position, including the Motorpool
- Negotiates and manages contracts for facilities services and evaluates performance of contractors
- Develops and directs the implementation of professional growth, skills and safety training, and labor relations programs
- Advises administration on the anticipated funding requirements to adequately maintain the physical facilities of the College
- Assists the administration in the allocation of fiscal resources for various facilities management projects and priorities on the campuses
- Responsible for the College's Hurricane Response Plan; coordinates emergency planning and preparedness activities with Campus Services, Security and Custodial departments
- Functions as a member of a management team that works together to integrate educational, fiscal, technological and personnel planning to ensure achievement of the College's mission
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Strong interpersonal, verbal, presentation, and written communication skills, planning, budgeting, fiscal and contract management experience
- knowledge of facilities management and personnel administration
- Ability to implement a systematic management approach, providing vision, creativity and accountability to develop and apply new processes for ensuring efficient and cost-effective allocation of resources
- Skill in negotiating and working with contractors and construction managers, and developing contracts
- Possess both theoretical and working knowledge of federal, state, and local laws governing facilities management
- Knowledge of computerized facilities management systems, spreadsheets, database programs

and office automation is essential

- Must be able to work a flexible schedule that includes travel, site visits, and occasional evening and weekend assignments

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

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 frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in an appropriate field from an accredited college or university and a minimum of ten (10) years experience in management and administration in large organizations required.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name