**Associate Director, Facilities and Construction Standard Job Description**

**Classification Title:** Associate Director, Facilities and Construction

**FLSA Exemption Status:** Exempt

**Pay Grade:** 18

**Minimum Pay:** $116,092.00

**Job Description Summary:**

This position serves as part of department leadership team. Assists the Director in developing and implementing the overall department strategic plan, formulating and implementing policies and procedures, supervises and directs activities of project teams or functional areas and represent department at various meetings.

**Essential Duties and Tasks:**

**40% Project Management and Oversight**

* Oversees all aspects of maintenance and capital projects from conception to completion including new construction and renovations.
* Inspects construction sites to monitor progress and ensure compliance with building codes and budgetary guidelines.
* Manages the construction process by monitoring budgets, performing inspections, and coordinating logistics.
* Serves as the main liaison for building modifications and construction projects.
* Prepares contracts and negotiates revisions with architects and subcontractors.
* Provides oversight to ensure construction complies with agreed upon designs and schedules.

**20% Strategic Planning and Leadership**

* Works closely with leadership to develop a five-year master plan for facilities.
* Assists in formulating and implementing departmental policies and procedures.
* Supervises and directs staff and activities of project teams.
* Develops training opportunities for facilities staff.
* Establishes performance goals and metrics to evaluate success in areas of responsibility.

**10% Compliance and Quality Assurance**

* Ensures compliance with unit, department, and university standards and policies.
* Reviews and evaluates changes to continuous quality improvement practices.
* Assists in the development and oversight of compliance controls.

**10% Communication and Reporting**

* Interfaces with the university community and external stakeholders to provide updates and reports.
* Assists with the development of communications and public relations related to facilities.
* Provides information and reporting to management regarding project status and budgets.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in related field or equivalent combination of education and experience.
* Eight years of related experience.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer: 20 hours.
* Telephone: 5 hours.

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**