**Associate Director, Facilities Services Standard Job Description**

**Job Profile ID: JC-6763**

**Job Profile:** Associate Director, Facilities Services

**FLSA Exemption Status:**Exempt

**Pay Grade:** 18

**Job Description Summary:**

The Associate Director, Facilities Services, 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 represents department leadership at various meetings.

**Essential Duties and Tasks:**

**30%: Leadership**

Provides direct support to Director of Facilities Management. Leads strategic planning for areas supervised and assists Director in developing and implementing overall departmental strategic plans. Serves as part of departmental leadership team. Assists Director in formulating and implementing policies and procedures. Supervises and directs staff and activities of project teams or functional areas. (This duty may require driving a university owned vehicle) Reviews and evaluates suggested changes to new and existing continuous quality improvement practices. Responsible for management of designated annual budget. Assists with preparation and expense control for areas of responsibility and provides input into overall department budget. Assists in the development and oversight of communications, promotions, and public relations in relation to facilities. Assists in the development, direction, and evaluation process of compliance and internal controls. Provides information and reporting to management. Develops training opportunities for Facilities Coordinators and Facilities Managers. May act on behalf of Director in their absence.

**30%: Supervision**

Provides direct guidance to Facilities Managers. Provides indirect supervision and guidance to Facilities Coordinators. Oversees the coordination of programs, ensuring program goals are consistent with departmental and University missions. Establishes performance goals and matrices to evaluate the success of areas of responsibility. Conducts performance evaluations.

**10%: Facility Management and Coordination**

Oversees the management and maintenance of a dedicated zone of buildings across campus. Works closely with Campus Planning Design & Construction to plan long term, strategic projects. Ensures compliance with unit, department, and University standards, policies, and procedures. Completes special projects as requested by Director. Assists with development and coordination of facilities renewal programs. These duties require operating a university vehicle to travel to various locations in a timely manner.

**10%: Customer Service**

Serves as an advisor/consultant to the University community regarding matters relating to department operations. Ensures satisfactory completion of facility related projects. Assists in ensuring invoices are accurate and that work is complete so timely payment can be made. Provides a high level of customer service to our internal and external customers seeking feedback to continually improve service quality.

**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.

**Other**

Performs other duties, as assigned.

**Qualifications:**

**Required Education:**

* Bachelors degree or equivalent combination of education and experience.

**Required Experience:**

* 8 years of related experience.

**Required Licenses and Certifications:**

* Valid State of Texas class “C” driver's license, or ability to obtain within 30 days of employment.

**Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Preferred Qualifications:**

* Familiar knowledge with facility management software including AggieWorks, Insight, AiM. Familiar knowledge with TAMU facility management protocols.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* University Vehicle

**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 policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements
* (If applicable) This position allows alternate work location per TAMU guidelines
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* Daily duties to be performed on-site. Required to be on call for emergencies. Performance of job duties may require operating a university vehicle to travel to various locations in a timely manner.