**Manager, Facilities, Safety, and Support Services Standard Job Description**

**Classification Title:** Manager, Facilities, Safety, and Support Services

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Manger, Facilities, Safety, and Support Services oversees the daily supervision and management of facilities staff, custodial services, and provides oversight in safeguarding the university's students, faculty, staff, and assets by identifying and managing risks that might threaten the university's reputation and achievement of its mission.

**Essential Duties and Tasks:**

**30% Risk Management and Safety Program Administration**

* Oversees and administers the university's risk management and safety program to include the Emergency Management Plan.
* Develops, implements, and manages effective risk management and loss prevention initiatives to prevent injury, illness, vehicular collision, liability, and property damage.
* Oversees a comprehensive safety and casualty inspection program to ensure compliance with regulations.

**15% Fleet Management**

* Responsible for university vehicle fleet management including insurance and fuel reporting.
* Coordinates with vendors regarding insurance requirements and confirms renewal of extended contracts.

**15% Training and Support**

* Provides safety training opportunities for the university community.
* Supports university officials regarding international travel procedures for employees and students.

**10% Event Planning Coordination**

* Serves as the point of contact regarding university events planning and coordination.
* Supports the HR/Payroll department on the university's worker's compensation program.

**10% Communication and Reporting**

* Develops and maintains the university's website to disseminate information.
* Works directly with the Office of Risk Management to evaluate and procure insurance policies.

**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 applicable field or equivalent combination of education and experience.
* Five years of related experience. Three years of related supervisory experience.

**Required Licenses and Certifications:**

* None.

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

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone

**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**

**No**

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

**Yes**

**No**