**Manager, Facilities Standard Job Description**

**Classification Title:** Manager, Facilities

**FLSA Exemption Status:** Exempt

**Pay Grade:** 12

**Minimum Pay:** $80,361.00

**Job Description Summary:**

The Facilities Manager, under direction, oversees the daily supervision and management of facilities staff. Manages building proctors and facility-related activities for assigned Texas A&M University System (TAMUS) members.

**Essential Duties and Tasks:**

**40% Facility Management and Coordination**

* Manages facility activities for assigned members and facility staff.
* Acts as liaison between facilities coordinators and vendors providing maintenance and custodial services.
* Works closely with planning and design teams to coordinate renovation and construction projects.
* Oversees maintenance requests through relevant systems.
* Promotes and oversees safe building access practices for faculty, staff, and students.

**20% Personnel Management and Supervision**

* Oversees the daily supervision and management of facilities staff.
* Manages building proctors in coordination with building maintenance and renovations.
* Establishes and ensures communication and enforcement of rules and regulations for supervised staff members and student workers.
* Conducts performance evaluations and monitors work performance.

**10% Operational Documentation and Financial Oversight**

* Prepares and processes various operational documents including financial statements and inventories.
* Assists in ensuring vendor invoicing is accurate and work is complete prior to payment.

**10% Safety Coordination**

* Assists in the coordination of safety activities.
* Coordinates moves and safety assignments.
* Acquires and coordinates audio/visual equipment systems.

**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 supervisory 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:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders.

**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.
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.
* Daily duties to be performed on-site.

**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**