

Facilities Superintendent

DESCRIPTION OF WORK: Positions in this banded class manage a major division of a university facilities operation of considerable scope and complexity. Employees oversee all technical services provided by staff, organize and plan work, supervise the work and career development of staff, manage the facilities budget, and participate in strategic planning. Employees in this class report to a higher level facilities administrator.

EXAMPLES OF COMPETENCIES:

Professional Knowledge: Thorough knowledge of technical area of assignment; thorough knowledge of university facilities practices and procedures; considerable knowledge of the business structure and human resources management.

Planning and Organizing Work: Demonstrated ability to develop plans to accomplish work operations and short-range goals and objectives. Participates in planning strategies to meet long-range goals and objectives. Arranges and assigns work to use resources efficiently. Coordinates all administrative and technical services provided. Participates in planning and implements changes in operations. Participates in establishing work unit operating standards and procedures to comply with university practices and procedures.

Program Management: Demonstrated ability to technically oversee all services supervised. Recommends changes to standards of practice for work performed. Demonstrated ability to focus on appropriate issues, consults with others, and deal with potential impact of a decision. Demonstrated ability to think independently.

Human Resources Management: Demonstrated ability to oversee the recruitment, selection, development, coaching, counseling, disciplining and evaluation of employees in the assigned work area. Retains a diverse workforce. Observes and assesses work; provides feedback; provides technical supervision; plans and supports employees in career development opportunities. Considerable knowledge of human resources policies and procedures.

Career and/or Talent Development: Demonstrated ability to plan and support the development of others using a competency based system. Ensures that staff is properly trained.

Strategic Planning: Demonstrated ability to establish and commit to a course of action in order to accomplish short-range goals, in coordination with the vision of the agency or university.

Business Administration: Demonstrated ability to evaluate and allocate resources, plan procurement and oversee budget.

MINIMUM TRAINING AND EXPERIENCE:

Graduation from a four-year college or university and two years of general facilities experience preferably with supervision; or an equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.