

Spelman College
Associate Director
Full -Time, Exempt
Requisition Number: FP0305
Facilities Management and Services (FMS)
Business and Financial Affairs Division

Application Deadline: Open Until Filled

The Associate Director will be responsible for assisting the Director of FMS in the management of personnel, finances, equipment, and in the implementation of programs and policies related to the maintenance of campus buildings and grounds. Will direct all housekeeping services for the campus and monitor the campus utility operations as well as the mechanical, electrical, and structural maintenance programs for the building and utility systems. Will also manage department material and financial resources.

Essential Duties and Responsibilities include but are not limited to the following:

Assume full responsibility for FMS in the absence of the Director, with authority over all other department managers. In the absence of the Director, act as the principal representative for the department on FMS operational matters and serve as the institutional representative to professional organizations.

Work with the Director in establishing priorities and making purchases.

Assist the Director in making decisions, evaluating, formulating, and making suggestions for the changing of departmental policies, procedures, and goals. Meet with various committees as designated by the Director, and substitute for the Director, as required, at various meetings. Represent the department on ongoing campus committees.

Responsible for the day-to-day operations of the cleaning of all facilities as well as the administration of the contract for custodial services. Will work with and through Housekeeping Team Leaders, Floor Technician Team Leader and the Custodial Manager in the accomplishment of the department's mission. Provide guidance and direction to the Team Leaders and Custodial Manager.

Develop annual work plan that identifies goals and expected accomplishments for the Housekeeping Teams.

Review work assignments, schedules, service programs, procedures, and practices, and make improvements as needed; develop and direct preventive maintenance programs, procedures, and policies. Meet with supervisors to

review activities and provide direction on the meeting of department and division objectives.

Develop and revise policies pertaining to the provision of services; *e.g.* priorities, scheduling, nature for services provided, degree to which service is provided, and charges for services provided. Evaluate the effectiveness of the services provided and perform inspections on work in progress and upon completion.

Review reports on personnel transactions, *e.g.*, sick leave, vacations, leaves of absence, etc.; assess manpower needs and capabilities, and implement changes as needed; write/revise job descriptions and duty statements; screen, interview, and hire new employees.

Negotiate with vendors to insure the quality, price and delivery of purchased equipment and materials.

Responsible for annual facilities audit and inventory of all facilities, systems, and equipment for which the department is responsible. Review department equipment needs, prepare reports on equipment status, and develop equipment requests.

Determine staff training needs and work with supervisors in developing training programs or in securing outside resources to address training needs. Responsible for departmental supervisory, maintenance skills, custodial, grounds, and leadership training programs.

Responsible for the operation of the computerized Maintenance Management System, a sophisticated work control, inventory, and information system, and the PC-based computer-aided drafting system. Report on division activities, including information such as work accomplished and planned, man-hour and material expenditures, stock levels and purchases, and program costs.

In coordination with the campus safety committee, manage the department safety program. As appropriate, recommend changes and/or improvements to the safety program.

Make preparations for and represent the department during environmental compliance audits.

Manage all requests for furniture, equipment, and heavy freight deliveries; manage and coordinate all storage areas.

Our ideal candidate profile will include:

Bachelor's degree in Facility Management or related field and ten (10) years of

progressive work experience in engineering or architecture or equivalent combination of education and experience are required. Previous supervisory experience is also required. Master's Degree and professional license as an engineer, architect, facility manager or related field are preferred. Completion of the APPA Institute, CADD experience and professional license are a plus. Preference for registration as an Engineer (P.E.) or an Architect (R.A.)

Must be familiar with campus master planning process. Must have the ability to manage and motivate a diverse workforce of approximately 60 people.

Must possess excellent oral communication skills in order to present information and respond to questions from students, employees, and the general public in one-on-one or group situations. Must have the ability to write business correspondence and procedure manuals plus compose memos, letters, and emails. Must be able to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals.

Must have intermediate level skills using the Microsoft Office Suite (Word, Excel, PowerPoint).

Must be able to move/lift up to 40 pounds.

Arthur E. Frazier III, AIA
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