

System Director of Facilities Management and General Services

Position Number:	00013762
Department:	Facilities Management and General Services
Campus:	SWS
Date of Issue:	August 2010

I. Primary Purpose of Position

The System Director of Facilities Management and General Services leads and oversees the System Office of Facilities and General Services and provides leadership for and works collaboratively with the facilities management, risk management, procurement and other personnel at the seven universities. The Director leads the development and implementation of University of Maine System policies and procedures for facilities management, risk management and procurement and plays a leadership role in integrating related efforts with strategic planning in order to enable the System and each university to fulfill its mission. The System Office of Facilities and General Services oversees functions such as capital facilities and equipment inventory, leases and deeds for all System real estate, construction, capital budgets, capital planning, university vehicle registration and control, energy management initiatives, safety and environmental management, risk management and procurement.

II. Essential Duties

A. Systemwide Leadership in Facilities Planning and Management

1. Lead the development and implementation of facilities management policies and procedures for the University of Maine System.
2. Provide planning assistance and coordination to the universities for biennial revisions of Five-Year Capital Plans. Assemble and coordinate University Strategic and Master Planning documents into a Systemwide Capital Plan.
3. Advise university and System administrators of impending facilities deficiencies and suggested remedial measures.
4. Provide leadership and advocacy for facilities-related issues within the University of Maine System, working in collaboration with university and System administrators.
5. Oversee programming, finance, and construction processes of University building projects and provide progress reports to Board of Trustees. Oversee the development and updating of standard construction documents.
6. Monitor university capital project budgets and coordinate with university staff and Director of Accounting on cash flow and bond draw down schedules.
7. Provide leadership and guidance to achieve greater energy efficiencies in all facilities operations, including self-generation and alternative energy resources;

direct efforts to attain increasingly high levels of conformance to LEED standards, and promote responsible and productive sustainability/green-focused efforts in all facilities activities.

8. Provide legislative testimony and fiscal impact reports regarding pending legislation that affects university capital planning, construction, and operation activities.
9. Lead the selection and implementation of facilities management information systems for areas such as work orders, facilities inventory, space management, and deferred maintenance.
10. Along with the Vice Chancellor for Finance and Administration, serve as staff to the Board of Trustees Finance/Facilities Committee.
11. Collaborate with the ADA and Section 504(Rehabilitation Act of 1973) Coordinator on facilities-related issues for the University of Maine System and the System Office.
12. Assist the treasurer of the university in establishing and maintaining maintenance funds for buildings constructed with proceeds of State bonds as required.
13. Provide leadership and serve as a resource within the state of Maine and industry groups to advocate for resources and best practices in construction and facilities management.
14. Maintain current knowledge of issues related to facilities management and planning in higher education.

B. Systemwide Leadership in Risk Management

1. Lead the development and implementation of risk management policies and procedures for the University of Maine System.
2. Provide planning assistance and coordination to the universities for revisions of Risk Overview Matrix.
3. Identify and analyze exposures (issues or events), determine and implement remedial action and monitor results.

C. Systemwide Leadership in Procurement

1. Lead the development and implementation of procurement policies and procedures for the University of Maine System.
2. Provide oversight to the universities for procurement activities.
3. Oversee implementation of strategic procurement initiatives including strategic sourcing and the implementation of an automated procurement system.

D. Manage System Office of Facilities and General Services

1. Supervise and develop staff in the System Office of Facilities and General Services.
2. Monitor and approve expenditure of funds from the budget for all projects under the responsibility of the Office of Facilities and General Services.

3. Serve as Facilities Director for the System Office and facilities housing Systemwide functions such as University College centers.
4. Oversee and manage the following functions currently assigned to the Office of Facilities:
 - Provision of engineering and technical assistance to operational, maintenance, and risk management personnel at the universities.
 - Coordination of University's insurance coverages and claims, which include property, casualty, and liability.
 - Risk management, loss administration, and Worker's Compensation program administration.
 - Property acquisitions and disposals, sales and/or leases, easements and usage licenses.
 - Maintenance of databases of System real estate holdings and leases.
 - Review and approve proposed leases, deeds, and other real estate documents.
 - Registration, insurance, and policies related to use of University motor vehicles.
 - Delivery of services related to capital projects and preparation of plans, specifications and cost estimates of alterations and other capital improvements at the universities when requested, for projects of appropriate size and as personnel resources permit.
 - Provision and coordination of technical assistance to universities for compliance with safety and environmental regulations, building codes, State fire codes, Americans with Disabilities Act, and Section 504 (Rehabilitation act of 1973).
 - Collection and reporting of System data from universities regarding air emissions, fuel usage, elevator and oil tank permits, and any other regulatory requirement.
 - Risk Assessment and remediation activities.
 - Procurement activities and major purchases throughout the system.
 - Maintenance of procurement database.

III. Nonessential Duties

None.

IV. Supervisory Responsibilities

Supervise all employees in the System Office of Facilities and General Services; direct supervision of five professional and one support staff. Indirect supervision of seven professional and one support staff.

V. Reporting Relationship

The System Director of Facilities Management and Planning reports directly to the Vice Chancellor for Finance and Administration of the University of Maine System.

VI. Knowledge, Skills and Abilities

Required:

1. Advanced knowledge of capital planning and facilities management, risk assessment and management, and procurement.
2. Knowledge and ability to direct work of professional staff in all areas of the department's responsibilities.
3. Solid knowledge of computerized management information systems within a large and complex organization.
4. Solid knowledge of relevant regulatory and compliance requirements and issues.
5. Demonstrated leadership, planning and organization skills.
6. Strong analytic and problem-solving skills.
7. Ability to plan and coordinate simultaneously major facility projects and goals.
8. Ability to delegate, supervise and set priorities for employees.
9. Ability to manage projects at the Systemwide, overall level including programming, financing, budget monitoring, and construction aspects.
10. Ability to communicate clearly with a broad range of individuals and groups to make dynamic, concise presentations and to utilize excellent collaboration, mediation, consultation and advising skills.

Preferred:

None.

VII. Qualifications

Required:

1. Bachelor's degree, or equivalent education and experience, related to business, architecture, engineering, construction management, and/or public administration.
2. Ten years of progressively responsible experience in management.
3. Knowledge of and experience with facilities management issues in a large, complex, multi-location organization.

Preferred:

1. Knowledge of and experience with facilities management issues in higher education.
2. Masters degree(s) in one or more fields related to facilities planning and operations or business management or equivalent combination of education, credentials, and experience.

Note: Systemwide Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.

Signatures

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee _____

Date _____

Immediate Supervisor _____

Date _____