Job Title: EXECUTIVE DIRECTOR FACILITIES MANAGEMENT

<table>
<thead>
<tr>
<th>Date of Issue:</th>
<th>March 2016</th>
<th>CBU:</th>
<th>NR-Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position No:</td>
<td>00012698</td>
<td>Job Family:</td>
<td>10</td>
</tr>
<tr>
<td>Department:</td>
<td>SFAC</td>
<td>FLSA:</td>
<td>Exempt</td>
</tr>
<tr>
<td>Campus:</td>
<td>University Services</td>
<td>Wage Grade:</td>
<td>08</td>
</tr>
</tbody>
</table>

STATEMENT OF THE JOB:
Under the general direction of the Chief Business Officer, the Executive Director of Facilities Management provides professional direction and strategic leadership to a comprehensive facilities management organization responsible for the housekeeping, maintenance, operation, planning and construction of the University’s physical assets, grounds, and the campus infrastructure; assists in the planning and management of the University’s capital renewal and replacement budgets as they relate to the support of plant maintenance and improvements; manages real estate development, acquisition, and disposition in accordance with the established campus master plans; and works collaboratively with all units within the University to develop a high quality, fully functional physical plant that is safe, clean, well maintained and conducive to meeting the needs of students, faculty, staff and the public for a dynamic academic environment.

ESSENTIAL FUNCTIONS:
● Design, establish, and maintain staffing and an organizational structure to effectively accomplish the departmental function; recruit, employ, supervise and evaluate departmental staff; direct the implementation of management development, skills training, and safety and labor relations programs; coordinate with other university entities initiatives/programs regarding affirmative action, union negotiation, and equal opportunity.
● Establish and implement short- and long-range departmental goals, objectives, strategic plans, policies, and operating procedures; monitor and evaluate programmatic and operational effectiveness, and effect changes required for improvement.
● Advise the University administration on funding needs to adequately maintain the physical facilities of the institution, and assist the administration in the allocation of fiscal resources for various capital improvement and maintenance projects on campus.
● Provide annual and long-range planning for University facilities to include construction, renovation and renewal projects, and general maintenance and upkeep programs in accordance with campus strategies and master plans.
● Work with University administrators, faculty and staff to analyze and assess maintenance, growth, and facilities needs pertaining to programmatic changes. Develop and implement programs, strategies and plans to meet those needs, preparing conceptual plans for new facilities as appropriate. Provide input into, and recommendations for, the space utilization plan for the campus.
Job Title: EXECUTIVE DIRECTOR FACILITIES MANAGEMENT

- Develop and administer the annual departmental budget. Plan, develop, and implement strategies for generating resources and/or revenues for the department. Conduct periodic reviews of budgetary practices and financial issues aimed at ensuring accountability and adherence to fiscally sound best business practices. Recommend allocation of funded depreciation account to specific projects.
- Monitor capital construction projects and budgets, providing strategic direction, coordination, and leadership to facilities project managers in all facets of the design, implementation, and administration of individual project plans and assuring compliance with administrative policies and sound financial practices.
- Work with energy conservation and sustainability teams to develop and implement effective energy conservation and sustainability programs. Make recommendations and participate in the planning and establishment of new/enhanced utilities services.
- Assess Facilities Management information technology needs to assure most effective systems to support program functions; recommend upgrades and improvements.
- Oversee preparation and negotiation of contracts, leases, deeds, mortgages, and other real property legal documents on behalf of the University. Analyze the real estate market to identify/respond to acquisition/disposition opportunities/requests. Recommend the acquisition and disposition of real estate properties ensuring adherence to the University’s campus master plan.
- Represent department and University on both campus and System Office planning and policy-making meetings, committees, and task forces. Act as liaison with local municipalities to encourage collaboration on projects of mutual interest and impact.
- Work collaboratively with University of Maine System Facilities Management Office and the Facilities directors and managers from other UMS campuses to develop system-wide protocols and procedures and ensure compliance with System mandates.
- Ensure compliance with University, state, federal and local regulatory requirements, as well as environmental impact issues. Assess safety compliance needs pertaining to the campus’s physical assets. Participate in campus-wide emergency response planning.
- Establish Best Practices and Standard Operating Procedures related to all aspects of Facilities Management responsibilities including, but not limited to, regulatory compliance, quality control, construction administration, asset management, personnel, safety, energy initiatives, and financial management. Create and maintain manuals addressing Best Practices and SOP’s.
- Stay current on industry trends, and attend related training and conferences to create progressive systems and implement contemporary strategies in facilities management leadership.
- Perform other reasonably related duties as assigned.
Job Title: EXECUTIVE DIRECTOR FACILITIES MANAGEMENT

SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES*:

- Authority to commit financial resources of $25,000 or more as provided in the campus Signature Authority matrix and/or MaineStreet Marketplace.
- Broad access, including but not limited to master key or swipe card access, to University facilities, residences, or apartments.
- Direct access to or responsibility for controlled or hazardous substances.
- Direct responsibility for safety and security of employees, students, minors, and/or visitors or property.
- Control over, access to, or security of restricted levels of information technology systems that would allow the person to harm the IT systems or the information contained in them.
- Ability to drive a University vehicle and provide proof of a valid driver’s license.
- Ability to drive colleagues, students or others and provide proof of a valid driver’s license.
- Ability to provide own transportation (fully-insured vehicle), provide proof of a valid driver’s license, and compliance with Maine law regarding vehicle insurance.
- Work on federally/grant funded projects.

SUPERVISORY RESPONSIBILITIES:
Directly supervises departmental professional employees responsible for the day-to-day management of capital construction; campus maintenance and operations; energy utilities and infrastructure; and administration, finance and IT. Oversees a departmental staff of 100+ regular employees, temporary employees and various student workers. Has full responsibility for hiring and terminating employees and overseeing departmental employee training, scheduling and evaluating in an environment governed by three (3) bargaining units (Service & Maintenance, COLT, UMPSA) as well as non-represented employees.

BUDGET RESPONSIBILITIES:
Oversight of large, complex budgets

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong leadership and advocacy skills necessary to ensure the continued successful growth and responsiveness of the department.
- Adept at identifying and implementing creative solutions to complex problems.
- Demonstrated competence in working comfortably with people who have a diverse range of skills, knowledge, abilities, and backgrounds.
- Skilled at team-building at all levels of campus hierarchy and with external authorities and constituencies.
- Effective communication and interpersonal skills, using oral, written and electronic methods.
Job Title: EXECUTIVE DIRECTOR FACILITIES MANAGEMENT

- Ability to travel as necessary.

QUALIFICATIONS:

Required:
- 10+ years of successful related experience, combined with a Bachelor’s Degree in an appropriate, related discipline.
- Experience in sound financial management to include responsibilities for managing budget in a challenging financial environment while maintaining quality output and resource control.
- Comprehensive understanding of facilities maintenance and operations management, utility operations and infrastructure.
- Experience in administration of multiple maintenance and capital construction projects from conception to completion.
- Experience using computers and facilities management systems.

Preferred:
- Master’s degree in an appropriate, related discipline.
- Experience in a unionized environment.
- Experience interpreting personnel bargaining agreements.

*NOTE: All individuals who are recommended to fill and subsequently offered a position with special essential responsibilities as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.