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Director, Facilities Management

2019-5728

1 month ago

US-NY-New York **Department** Facilities Management **School/Division** Capital Projects and Facilities (WS2548) **Compensation Grade** Band 54

Union N/A **FT/PT** Full-Time **Category** Campus/Auxiliary/Transportation, Facilities, Public Safety

Position Summary

Assist with directing the day-to-day operations of the Facilities Management program including building refurbishment, public health and physical safety activities, contract management, property and inventory control, staff recruitment, and supervision.

Qualifications

Required Education:

Bachelor's degree

Required Experience:

7 years' relevant professional level experience or equivalent combination. Must include experience with managing office operations and activities, budget administration, managing major projects, and supervising staff.

Preferred Experience:

Experience in a large urban university building services program in a union environment.

Required Skills, Knowledge and Abilities:

Excellent problem-solving, negotiation, interpersonal, and written/verbal communication skills. Demonstrated ability to manage a large housing operation and building service program. Ability to develop, interpret and articulate policies and procedures to internal and external communities. Knowledge of standards and statutes of regulatory agencies including OSHA and Environmental Protection groups.

Additional Information

EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity

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