ADAMS STATE UNIVERSITY
FACILITIES SERVICES DIVISION
Position Description

Director of Facilities Services Operations

Position #A2B012

Position Description:
This is a twelve-month exempt, at-will, full-time position. This position organizes, administers, and leads a comprehensive program of maintenance and custodial services that provide and maintain in an efficient and economical manner the facilities, grounds, equipment, and vehicles of the university, so that all students, staff, and the community are assured of clean, safe, attractive, and healthy places in which to learn and work.

Further Information:
Located in Alamosa, Adams State University is a state-supported institution in the San Luis Valley of South-Central Colorado. The University is designated as a Hispanic Serving Institution and as a regional education provider.

The following are major job responsibilities:

- Provides administrative direction to the facilities services staff, which includes maintenance, custodial, grounds, structural trades operations, motor pool, and campus utilities.
- Initiates and leads training and professional development, motivates and supervises employees, and evaluates job performance.
- Supervise work and vacation schedules for all custodial and maintenance personnel, including student work study employees.
- Solicit input from administrators in the major buildings to identify issues and concerns.
- Recommends and administers budgets for facilities operations.
- Monitor and control monthly expenses for facility services operations against budget plan.
- Maintains inventory control system for equipment and supplies.
- Maintains current drawings and engineering records describing facilities, equipment, and grounds.
- Provide an efficient work order system for repairs of facilities and equipment that ensures that all maintenance and repairs are completed in a timely fashion, and provide regular work order status.
- Provides departmental policy guidance and approves changes in existing facilities operating policies and procedures, to include, but not be limited to:
  o Maintain updated departmental safety manuals
  o Maintain departmental light duty policy
- Assess and formulate recommendations to improve the safety of the campus for staff and students.
- Act as liaison between users of facilities, supervisors, physical plant personnel, trades people, construction contractors and subcontractors.
- Maintain the facilities building condition.
- Assist the Vice President of Finance and Governmental Relations in developing a
long-range capital improvement and capital equipment plan, and update annually for compliance with State of Colorado requirements.

- Performs related duties as assigned.

Qualifications:

Excellent knowledge, background and experience of all building trades, building and grounds maintenance, working knowledge of industry cleaning procedures and standards, management of personnel and maintenance budgets for college and university operations; minimum eight years experience in related areas; four-year degree and professional designation preferred.

Salary and Benefits:

$60,000-$65,000 based on education and experience. Adams State University offers a competitive benefits program.

Applications:

Completed applications must include the following:

- Letter of application, describing interest in and qualifications for the position.
- CURRENT resume/vitae.
- Names and contact information (addresses, telephone numbers, e-mail addresses) of three (3) professional references who can address your qualifications for this position.

Send applications to:
Mr. Bill Mansheim, Chair
Adams State University
208 Edgemont Boulevard, Suite 3000
Alamosa, CO 81101
E-mail: billmansheim@adams.edu
Telephone: 719-587-7727
Facsimile: 719-587-8364

Adams State has adopted background screening for its prospective employees. Offers of employment will be contingent upon the completion of an acceptable background check.

The selected candidate is subject to a post employment background check conducted by the Colorado Department of Corrections.

Review of completed applications will begin July 15, 2013 and continue until the position is filled.

An Affirmative Action/Equal Opportunity Employer

Adams State College is particularly interested in applications from women and minorities. In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.

Full descriptions of all positions are available from the contact person listed. Adams State College is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability and, as covered by law, veteran status. In addition, college policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation, marital status, and parental status.