A. POSITION DATA

Incumbent: Vacant/Recruitment  EmplID:  Date: 

Working Title: Assoc. Dir Facility Operations & Projects  Reports To Title: Executive Director (Appropriate Administrator)

Department: University Housing

Division: Student Affairs  College (if applicable): 

Reason: 
[ ] Vacant Position  [ ] Revision  [ ] Performance Evaluation  [ ] New Hire

Is this a new position? No

Classification Title: Administrator II  Job Code: 3312  Identifier - M80

Position Number: 00001343  Level/Range/Grade: 1

Pay Plan: [ ] 10/12 month  [ ] 11/12 month  [X] 12/12 month  Time Base: 1.00  Check box if Intermittent [ ]

B. POSITION PURPOSE

Under the general supervision of the Executive Director of the Department of University Housing, the Associate Director for Facilities & Projects (ADFP) serves as a member of the Executive Director's leadership team, sharing responsibilities for the day-to-day operation of all University Housing facilities and improvements of these facilities. The incumbent has responsibility for the day-to-day administration and management of the facilities staff and is responsible for the oversight of the work order system; inventory control; damage assessment as well and training and development of those supervised. The incumbent establishes quality standards including policies and procedures and also conducts periodic reviews of programs and services offered to ensure continued high quality of service. The Associate Director of Facilities & Projects will have strong input and recommendations on budgets and expenses allocated for facilities as well as major capital improvements.

Work will include on call duty for emergencies. Work may include late night, early morning, weekend commitments, and travel as situations dictate/require.

SPECIAL REQUIREMENTS/DISIGNATIONS OF THE POSITION:

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.

The person holding this position is considered a “Limited Mandated Reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 (revised July 21, 2017) as a condition of employment.

The duties of this position will include participation in a decision that may have a material/financial benefit to the incumbent. Therefore, this is a “designated position” under the California State University’s Conflict of Interest Code and the incumbent will be required to file a Form 700: Statement of Economic Interest and is subject to the regulations of the Fair Political Practices Commission. (Group/Category: Planning, Design and Constructions-Assistant/Associate Vice President or Director/Manager/Project Manager, CAT 1, 2)

Throughout employment in this position incumbent must maintain a valid California Driver’s License as well as continued completion and compliance of the CSU Defensive Driver's Training course.

This position is a Higher Education Employer-Employee Relations Act (HEERA) designated managerial position and comes
under the Management Personnel Plan (MPP) of the California State University. Individuals appointed to management positions serve at the pleasure of the President or designee. They are excluded from the collective bargaining process, are not subject to probationary service, and do not receive tenure or permanent status. This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

This position is designated as a Campus Security Authority (CSA) under the Clery Act and is required to comply with the requirements of this designation.

This position is a member of the campus Emergency Operations Center (EOC).

This position requires the incumbent to carry a department-issued cell phone.

### C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this position. Other functions may be assigned as deemed necessary.

Does this position have Supervisory Responsibility? Yes

<table>
<thead>
<tr>
<th>List of Functional Category with Responsibilities:</th>
<th>% of Time</th>
<th>Priority Weight</th>
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</thead>
<tbody>
<tr>
<td>SUPERVISION AND STAFF DEVELOPMENT:</td>
<td></td>
<td>25%</td>
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<tr>
<td>* Provide leadership and direction to.</td>
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<tr>
<td>** 1 - Administrator - Manager Custodial &amp; Grounds</td>
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<td>** 11 - Maintenance staff positions, various classifications</td>
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<td>** 2 - Grounds</td>
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<td>** 14 - Custodians</td>
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<td>** 4 - Lead custodians</td>
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<td>* Establish position duties and responsibilities, direct the priorities for work assignments, including special projects.</td>
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<td>* Directly supervises in the execution of planning and work for assigned areas.</td>
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<td>* Hire, provide work direction and conduct performance evaluations on staff that report to incumbent.</td>
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<td>* Mentor staff and provide growth and development opportunities.</td>
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<td>* Ensure assigned staff are provided orientation, ongoing training, and development to create a highly cohesive, service oriented, and trained team.</td>
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<td>* Initiate corrective action, progressive discipline, and termination of employees if needed.</td>
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<td>* Ensure that policies and directions are interpreted, communicated, and implemented into daily activities within the unit.</td>
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<td>* Ensure compliance of employees with University established standards or procedures, practices, and/or policies, relevant laws, specific certifications, and collective bargaining agreements.</td>
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<td>* Develop programs and experiences designed to build morale, create a sense of team, develops short term and long term goals for the staff, develops appropriate and timely improvement plans with staff and managers.</td>
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<td>* Handle or refer employee grievances as appropriate.</td>
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<td>* Review and approve requests for vacation, sick leave, and other excused periods away from work for assigned staff.</td>
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<tr>
<td>* Promote and encourage an attitude of exemplary customer service and high integrity.</td>
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| ADMINISTRATION AND OPERATION:                   |           | 25%            |
| * Recommend changes in overall policies and guidelines as appropriate. | | |
| * Develop long range plans for the replacement of equipment, training, staffing, and contract services. | | |
| * Develop innovative ideas and incorporate them effectively into work processes. | | |
| * Recognize need and take action when re-prioritizing is needed to establish smooth daily operations. | | |
| * Ensure that assigned personnel have the equipment and supplies necessary to perform duties. | | |
| * Conduct and control meetings. | | |
| * Respond to facilities emergencies on campus such as floods, fires, earthquakes, any situation deemed to be immediate health and safety risks to students living on campus. | | |
| * Participate in establishing and meeting the goals of University Housing. | | |
| * Focus on customer needs and customer satisfaction. | | |
| * Serve on numerous campus committees such as, Property Survey Board, Campus Safety | | |
List of Functional Category with Responsibilities:

**Committee, Transportation Committee, hiring committees, ADA committee.**
* Establish and maintain regular contact and communication with Facilities Management and Services (FMS) and Facilities Planning to ensure adherence to all campus, system-wide and state policies and practices.
* Performs other duties and management assignments as designated by the Executive Director of University Housing.
* May oversee the department in the absence of the Executive Director.
* May be responsible for purchasing, as such a Procurement Card may be issued. (2)

**BUDGET:**
* Oversee a capital projects budget of over $2 million.
* Oversee an operating budget of approximately $500,000.
* Propose budgets for Facilities including Custodial, Grounds, Maintenance, equipment replacement and service contracts.
* Ensure purchasing guidelines are adhered to, monitor expenditures, keeping within budget.
* Meet annual Procurement time-lines in setting up blanket purchase orders. (2)
* Maintain oversight of an operating budget and propose changes in the annual budgetary allocation as the needs and interests of the department warrant.

**SAFETY AND SECURITY:**
* Ensure that all UH facilities are maintained in a manner which provides a clean and safe environment.
* Ensure that proper policy, procedures, and documentation practices are in place with special focus given to residential dining food service operations.
* Inform personnel of safety information regarding supplies and equipment, making that information available to all employees.
** This includes but may not be limited to inspection practices, staff training documentation, and emergency protocols.
* Establish and maintain regular contact and communication with Environmental Health and Safety (EHS) to ensure good practices and up-to-date training.
* Responsible for ensuring that hazardous materials are properly handled, including training of staff, documentation of such training, and required notification processes for employees and residents take place.
* Establish and maintain regular contact with University Police regarding the campus emergency plan while maintaining and improving the UH Emergency Operations Center (EOC).
* Ensure that any new CSU system, State of California or federal regulations and/or guidelines are integrated with department policies and practices.
* Direct the storage of supplies and equipment in a secure facility.
* Enforce policies, laws, and regulations governing environmental protection, hazardous waste disposal, and the use of chemical substances and materials.

**CAPITAL IMPROVEMENTS:**
* Review and update needs for capital improvements, renovation and remodeling projects.
* Oversee the priority of projects according to needs based upon life/safety, operational needs, and accommodations.
* Review proposals for projects including estimated budgets and making certain all necessary agency reviews and approvals have been obtained before commencing work.
* Provide oversight of projects.
* Provide input as to design and materials.
* Ensure project budgets are with scope and specifications.
* Evaluate contractor work as necessary.
* Approve expenditures, change orders, purchase orders, and invoices. (2)

**CONTRACTS, SERVICES, ETC.:**
* Review, recommend, and provide details for the acquisition of contract services writing and/or reviewing the specifications for the contract work to be performed, analyzing estimates from reputable vendors, and determining (in conjunction with the Procurement or other University Housing Administrators) the appropriate vendor.
* Ensure that contract services meet specified results by inspecting the work performed and directing
corrective action to be taken as necessary.
* Review current contracts and memorandums of understanding (MOU's) for all supplies and/or services.
* Areas of operation applicable to the above are:
  ** Maintenance, custodial and grounds supplies and services, telecommunications, radio and cable services
  ** Furniture, mattress and carpet repairs and replacement and other related products
  ** Service contracts (pest control, waste management - including recycling and bio-hazard, student laundry services, etc.
  ** Fire Equipment.
  ** Vehicles.
  ** Elevators.

PROJECTS AND PLANNING:
* Oversee the prioritization of projects according to needs based upon life/safety, operational needs, and accommodations.
* Review and update deferred maintenance, preventive maintenance and major and minor capital outlay projects.
* Initiate processes and practices that solicit potential projects from staff throughout the department annually.
* Work in partnership with the Associate Director of Residential Life and Coordinator for University Housing Services to prioritize projects for current year funding and future year planning.
* Establish methods to develop and update five- and ten-year projection documents that will provide a foundation for planning.
* Perform, oversee, participate or delegate in the following;
  ** Provide proposals for projects including estimated budgets and making certain all necessary agency reviews and approvals have been obtained before commencing work.
  ** Provide oversight of projects; coordinate contractors, staff and campus entities.
  ** Provide input as to design and materials.
  ** Track project budgets; inspect projects to meet specifications.
  ** Evaluate contractor work as necessary.
  ** Approve expenditures, change orders, purchase orders, and invoices. (2)

Total should equal 100% Time and 100 Weight

D. MANAGEMENT STANDARDS AND EXPECTATIONS
As a member of the management team, you are expected to meet the following standards:

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situation.
6. Demonstrates expertise and judgment. Develops, recommends and implements techniques and practices to improve your area of responsibility ensuring optimum performance. Keeps abreast of current trends and practices in the field. Solicits feedback to ensure quality service and efficiency or identify areas for improvement.
7. Educates staff about changes related to policy, services and expectations.
8. Ensures compliance with local, state and federal laws, and CSU and CSU, Chico's policies and guidelines to establish and implement appropriate procedures.
9. Is fiscally responsible with the organization's equipment, property and funds. Authorizes expenditures within the parameters of budget authorization.
10. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
11. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Standards and Expectations
N/A
E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

**KNOWLEDGE:**
Incumbent must possess:
* Thorough knowledge of:
  ** The principles of planning and management of a department
  ** Effective supervisory practices and techniques, and employee-employer relationships, and labor relations
  ** Organizational development and administrative, personnel, and fiscal management
  ** Applicable University infrastructure, policies, and procedures or similar type knowledge

* Working Knowledge of:
  ** University, State, and Federal OSHA rules and regulations related to facilities services.
  ** Computerized inventory management systems, quality/continuous improvement initiatives, and safety practices.

* Computer literacy and proficiency with Microsoft Office Suite programs and database management and an ability to learn additional computer software programs.
* Fluent in the use of standard office equipment (computers, copiers, phones, fax).

**SKILLS:**
Incumbent must possess:
* Advanced analytical, problem solving and critical thinking skills within a complex work environment and to adopt effective courses of action.
* Demonstrates leadership and team building skills.
* Demonstrates success working in and with diverse teams and with multiple customers.
* Demonstrates skills and success in conflict resolution.
* Advanced customer service, interpersonal and organization skills.
* Public speaking skills directed to a diverse audience.
* Demonstrated collaboration skills.
* Evidence of a strong personal commitment to diversity.
* Excellent written and verbal skills and the demonstrated competence to effectively present information in either format.
* Demonstrate a tactful, collaborative, and collegial management style.
* Excellent interpersonal, supervision, and leadership skills.
* Understand problems from a broader perspective and anticipate the impact of problems and solutions on other areas.
* Demonstrated skill setting priorities and deadlines to ensure project goals and objectives are obtained.
* Excellent organizational and time management skills.
* A high degree of personal motivation, independent judgment, and persuasiveness.

**ABILITY:**
Incumbent must have the ability to:
* Adapt to the dynamics of organizational, procedural and policy changes; organize resources, especially staff, to meet program goals.
* Interpret and apply a variety of complex policies, procedures, regulations, and agreements, identify deviations from applicable policies to carry out responsibilities in accordance with University policies and applicable laws.
* Conceptualize or identify needed changes, develop and implement practical, different and/or creative solutions using independent judgment to unusual and sometimes complex situations.
* Use tact, diplomacy and discretion when handling sensitive and/or confidential matters or materials.
* Make sound decisions in a timely manner.
* Provide directional leadership to achieve goals in a timely manner.
* Maintain focus, multi-task, and work independently.
* Estimate costs for budgeting and monitoring expenditures.
* Function cooperatively and productively as a member of a team.
* Recognize need and take action when re-prioritizing is needed to establish smooth daily operations.
* Analyze/auditsreview data and processes and solve practical problems.
* Works with a diverse population.
* Assume a leadership role and take the lead in recommending and establishing the unit’s goals and objectives.
* Encourage others to assume responsibilities in the normal course of their daily work.
* Assist others in implementing their ideas and make recommendations for further improvements.
* Identify multiple projects and prioritize them in order to meet required deadlines.
* Display a strong and positive customer service focus.
* Prepare and present oral and written reports/data which are clear, concise, and comprehensive.
* Plan, organize, and direct the work of subordinates and ability to delegate effectively.
* Adjust to change, demonstrate flexibility and patience with changing expectations (e.g. technology, responsibilities and assignments).
* Work a flexible schedule as needed.
* Provide clear, concise and timely communication of University Housing concerns and/or program-related situations/events/ issues to appropriate personnel.
* Perform assigned duties.

2. Education and/or Experience

Requirements include the equivalent to a four-year college degree in construction, project management, engineering or related field

-AND-

A minimum of six years in facilities management and/or construction as well as five years of full-time experience supervising employees.

F. PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. This position alternates between remaining in a stationary position operating a personal computer for long periods of time and frequently moving about inside the office. May climb and work on ladders; lift, move, and install equipment; work in confined spaces and above ceilings; exposed to excessive noise; be required to frequently sit, move, or stand for office functions; may include the need to sit or work at a computer terminal for long periods of time on projects; require walk/travel across campus to other offices or building on and off campus. May be required to work out in inclement weather. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

Work is primarily performed in, on and around campus facilities including offices, labs, classrooms, etc. Includes both internal (offices, classrooms, labs, warehouses, workshops, etc.) and external (grounds areas, roofs, yards, etc.) building environments. Hard hat, proper eye protection and steel toed shoes are a requirement during on-site management. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only

Please indicate what special skills, education or knowledge are preferred.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only
APPROVAL

In Order of Approval

Incumbent: ___________________________ Date: ____________
Appropriate Administrator: ___________________________ Date: ____________
Vice President (or Designee): ___________________________ Date: ____________
Classification/Compensation: ___________________________ Date: ____________