



Administrator Position Description

Human Resource Office Use Only			
Approved Job Family		Effective Date	
Overtime Eligible YES NO		FLSA Test Date	
Employee		Supervisor MaryAnn Zemke	
Department Facilities Services	Working Title Executive Director, Facilities Management Services and Capital Planning	HRIS Position Number	Supervisor Title VP Finance and Administration
Complete contract dates only if other than a 12 month position			
Annual Contract Begin Date		Annual Contract End Date	

A. POSITION SUMMARY

Briefly describe the role of the position within the department and college.

The Executive Director is responsible for Facilities Management Services and Capital Planning for Oregon Institute of Technology (Oregon Tech). Responsibilities include the facilities and grounds operations and maintenance; capital and space planning; campus sustainability and environmental health and safety of the University.

Through the development of a cross-functional team, the Executive Director will lead and manage all aspects of Klamath Falls campus facilities operations and maintenance; grounds and landscaping; preventive maintenance; project planning; space management; sustainability practices and environmental health and safety.

The Executive Director will provide assistance to the Associate Provost at the Wilsonville campus with the daily facility maintenance and grounds operations and coordinate with the Associate Provost on preventive maintenance; project planning; space management; sustainability practices; environmental health and safety and facility training at the Wilsonville campus.

Responsibilities include development and implementation of best practices for all facilities and grounds operations and development of and compliance with policies and procedures for facilities management and capital planning.

The Executive Director will ensure the campus environments are aesthetically pleasing; conducive to the learning process; and support the instruction, applied research and public service functions of the institution.

B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

1. Minimum education level required and the number of years of relevant experience required for the duties of this position.

A four year degree required in industrial engineering, management, business, facilities or related field.

Eight years of successful experience managing institutional facilities portfolios, or multiple manufacturing/commercial-sized buildings and properties.

Experience interpreting planning specifications and documents, working drawings and other materials. Experience

understanding and applying relevant building, health, safety and fire codes.

Supervisory experience with an emphasis on team building and collaboration with varied trade skills and experience levels. Experience in creating and reporting performance measures and metrics.

Experience in capital project management and project budget analysis in addition to developing and tracking large annual operating maintenance budgets.

Ability to work independently at a senior level and to define and solve problems, set priorities, and implement solutions effectively with minimal direction or guidance.

Proven ability to work well as a member of a senior management group. Demonstrated ability to interact effectively with a wide variety of people, including faculty, senior campus administrators, and a diverse group of external consultants, architects and contractors.

Must possess excellent research, problem-solving, and organizational skills, as well as the ability to approach complex problems from many perspectives and coordinate multiple projects simultaneously.

Demonstrated success at budgeting for private or institutional facilities, and the ability to work with other professionals in budget planning and preparation. Substantial experience monitoring and managing project budgets.

Evidence of ability to lead, manage and develop others successfully. This includes leadership development, setting goals, managing performance, and providing both practical and comprehensive safety training.

Ability to communicate effectively both orally and in writing is essential.

Competence in the use of office technology including word processing, spreadsheets, databases and presentation graphics applications. Experience with Microsoft Office, Auto CAD, Adobe Acrobat, and project related software strongly preferred. Competence in implementing and maintaining a Facilities Management Information Technology (FMIT) system.

Experience in higher education is helpful.

Working knowledge of public works statutes, rules and processes is helpful.

2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.

C. SUPERVISORY RESPONSIBILITY

Positions Supervised	Direct Supervision		Indirect Supervision	
	Number of Employees	FTE	Number of Employees	FTE
1.Faculty				
2.Classified Staff	2	2.0	29	28.49
3.Unclassified Staff	4	4.0		
4.Students / Others	1-2		8-12	

Coordinating Responsibility

Coordinates the work of multiple contractors and professional consultants as needed.

D. ORGANIZATIONAL RELATIONSHIPS

1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)

Minimal supervision

2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate

a)own time and resources

Manage own time and resources

b)departmental resources

Authority to manage FMS staff assignments, time and plan project priorities.

Authority to plan and manage FMS budgets.

Authority to hire/terminate FMS staff.

c)institutional resources

Oversight of capital construction resources and captial repair/deferred maintenance funds.

What kinds of decisions will the incumbent be expected to make?

Allocation of FMS labor/staffing decisions

Assignment of work through supervisory channels

How to conduct business, which type of contract or process to use

How to interface processes with other departments

How to provide and identify the training required for employees to be effective in their jobs

How to respond to a crisis/major emergency and/or threat

When to brief VP of F&A

3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.

	Delegated authority to develop and monitor*	\$
X	Develops, monitors* and controls*	\$3,000,000
	Limited approval authority for purchase	\$
	Purchase only with higher level OK	\$

*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

E. PURPOSE AND NATURE OF WORK RELATIONSHIPS

PERSON(S)/POSITION/ AGENCY (e.g., student, staff, faculty, general public, Chancellor's Office)	PURPOSE (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	HOW OFTEN
Executive/Senior Management group	Responding to requests, giving presentations and updates	As Needed
Faculty and Staff	Responding to requests, providing information	As Needed
Consultants and Contractors	Providing information and direction, engaging for project work	As Needed
Chancellor's Office Facility and Capital Planning Office	OUS Facilities Director's meetings, coordinator of activities with peer institutions, assists with requests for Capital Construction projects which are approved by VP F&A before submission to OUS Capital Planning Office	As Needed

Facilities Planning Commission	Assists and Advises VP F&A with developing space requirements and justification for new capital construction projects (presentations required).	Annually
Safety Commission	Problem solving, giving/receiving information	Monthly
Traffic and Parking Commission	Giving and securing information, problem solving, planning	Quarterly
Finance & Administration Project Team	Providing facility project updates, giving and receiving information, coordinating with other areas, problem solving	Weekly and As Needed
City Planning Commission, City Council, Building Department	Serve as one of the points of contact for planning and development of campus projects (formal presentations required)	As Needed

F. JOB FUNCTIONS

REFERENCE ID	JOB FUNCTIONS	FREQUENCY	ANNUAL PERCENT OF TIME
1	<ul style="list-style-type: none"> • Direct the daily, short-term and long-term organization, development, review, prioritization, budget, and accomplishments of facilities capital planning, operations and maintenance, and projects to support Oregon Tech in the following areas: • Capital Planning and Development • Capital Project Management • Budget Planning, Reporting, Information Modeling and Benchmarking • University Facility Operations, Maintenance and Compliance • Space Planning and Management • Facilities Management Information Technology (FMIT) Implementation and Maintenance • Environmental Health and Safety • Staff Development and Training 	Daily	80
1	<p>Capital Planning and Development: Provide leadership in directing and developing the two university campuses capital planning process including a comprehensive master plan of physical facilities for longer-term and short-term periods identifying major land uses, building sites, building renovations, parking plan, open and recreational spaces, landscape architecture and community impact. Integrate campus planning and design work with environmental sustainability and energy initiatives. Prepare required Oregon University System reports for facilities activities.</p>	Monthly to Quarterly	

1	<p>Capital Project Management: Manage and develop the comprehensive report for Capital Requests for State Board approval which addresses data for new building requests, existing facility conditions, and modernization and reprogramming for buildings. Develop scope for RFPs. Serve as the primary representative and project manager for larger capital projects ensuring the successful completion by monitoring the projects and preventing delays and cost overruns.</p>	Quarterly	
1	<p>Budget Planning, Reporting, Information Modeling and Benchmarking Provide budget planning; monitoring and managing for general administration, operations and maintenance, utilities and energy, construction, deferred maintenance and renovation projects. Collect and provide data for benchmarking programs including APPA's Facilities Performance and Dashboard Indicators and Sightlines. Develop and present the annual capital and maintenance budget in coordination with each campus's constituents.</p>	Daily/Monthly	
1	<p>University Facility Operations, Maintenance and Compliance Develop a comprehensive deferred maintenance schedule for both Klamath Falls and Wilsonville campuses including inspection and inventory of physical conditions to support deferred maintenance budget estimates.</p>	Quarterly	
1	<p>Space Planning and Management Conduct feasibility studies, development strategies and space utilization studies for academic, administrative and other departments and programs to identify and define needs related to space.</p>	Monthly to Quarterly	
1	<p>Environmental Health and Safety Manage University Environmental Health and Safety program. Responsible for compliance and relevant OR-OSHA and university regulations and policies.</p>	Daily	
2	<p>Staff Development and Training Implement successful professional development and training programs for individuals at all levels of the facilities organization.</p>	Monthly	20

G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
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1	Ability to travel by automobile, train, bus or airplane. Frequent travel is required between Oregon Tech and OUS sites.
1	Occasional outdoor work in inclement weather or potential exposure to hazardous conditions or materials.
1	Experience interpreting planning specifications and documents, working drawings and other materials. Experience understanding and applying relevant building, health, safety and fire codes. Experience in capital project management and project budget analysis. Substantial experience monitoring and managing project budgets. Ability to communicate effectively both orally and in writing. Proficient in the use of word processing, spreadsheets, databases and presentation graphics applications.and experience levels.
2	Ability to supervise diverse persons with wide-ranging work assignments with the goal of maintaining collaborative, cross-discipline operational teams. Develop, coordinate and implement training programs.

H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS
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I. ADDITIONAL JOB-RELATED INFORMATION

Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.

Many of the tasks and the procedures for the work of this position will be developed as the need requires. The incumbent must be able to adapt quickly and respond appropriately to requests for assistance and to be able to delegate accordingly.