



## Administrator Position Description

<b>Human Resource Office Use Only</b>			
<b>Approved Job Family</b> H		<b>Effective Date</b>	
<b>Overtime Eligible</b> YES  NO		<b>FLSA Test Date</b>	
<b>Employee</b>		<b>Supervisor</b> Brian Fox	
<b>Department</b> Facilities Services	<b>Working Title</b> Director, Facilities Management Services and Capital Planning	<b>HRIS Position Number</b> H99223	<b>Supervisor Title</b> VP Finance and Administration
<b>Complete contract dates only if other than a 12 month position</b>			
<b>Annual Contract Begin Date</b>		<b>Annual Contract End Date</b>	

### A. POSITION SUMMARY

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

The 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; and campus sustainability of the University.

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

The Director will provide assistance to the Vice President at the Wilsonville campus with the daily facility maintenance and grounds operations and coordinate with the Vice President on preventive maintenance; project planning; space management; sustainability practices; 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, including development, maintenance and monitoring of the Facilities Master Plan (FMP).

The 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 bachelor's degree required in engineering, facilities management, business or a closely related field with seven (7) years of related experience in areas such as: design and management of capital projects, budget development and control, supervision of staff and inspection of construction and grounds;

OR Associate's Degree in a related field and a minimum of 15 years of progressively responsible facilities management experience.

Comprehensive knowledge of buildings and equipment with ability to foresee problems and implement solutions. Knowledge of applicable federal, state and local codes and regulations related to building construction, system operations, health, fire and safety.

Demonstrated knowledge of building trades including plumbing, electrical, HVAC, carpentry, grounds and custodial. Proven ability to communicate effectively both orally and in writing with all levels of University faculty, staff, and students.

Ability to read and interpret engineering/architectural drawings, renderings and specifications.

Knowledge of operating procedures for HVAC, plumbing, electrical, fire alarm, and energy management systems.

Ability to write bid specifications and manage contracted services.

Ability to collaborate effectively with architects, engineers, construction managers and other external agency staff.

Ability to make administrative/procedural decisions and judgments and to provide technical guidance and leadership to Facilities personnel.

Ability to foster a cooperative work environment within the Facilities department and the college community.

Proven skill in a building trade.

**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	29
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 construction resources and capital 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*	\$
<b>X</b>	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**

<b>PERSON(S)/POSITION/ AGENCY</b> (e.g., student, staff, faculty, general public, Board of Trustees)	<b>PURPOSE</b> (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	<b>HOW OFTEN</b>
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
Executive/Senior Management group, General Public, Faculty/Staff/Students	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
Oregon Tech Board of Trustees and HECC	Facilities Director's meetings, coordinator of activities with peer institutions, assists with requests for Capital Construction projects which are approved by VP F&A.	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

## F. JOB FUNCTIONS

REFERENCE ID	JOB FUNCTIONS	FREQUENCY	ANNUAL PERCENT OF TIME
1	<p><b>Direct the daily, short-term and long-term organization, development, review, prioritization, budget, and accomplishments of facilities, operations and maintenance, and projects to support Oregon Tech in the following areas:</b></p> <ul style="list-style-type: none"> <li>• Budget Planning, Reporting, Information Modeling and Benchmarking</li> <li>• University Facility Operations, Maintenance and Compliance</li> <li>• Space Planning and Management</li> <li>• Facilities Management Information Technology (FMIT) Implementation and Maintenance</li> <li>• Facilities Master Plan</li> </ul>	Daily	80
2	<p><b>Capital Planning and Development</b></p> <p>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 reports for facilities activities.</p>	Monthly to Quarterly	
3	<p><b>Capital Project Management:</b></p> <p>Manage and develop the comprehensive report for Capital Requests for HECC approval which addresses data for new building requests, existing facility conditions, and modernization and reprogramming for buildings. Develop scope of work for RFP's, RFQ's and other competitive procurements. Serve as the primary representative and project manager for larger capital projects ensuring the successful completion by monitoring the projects, preventing delays, cost overruns and minimizing change orders.</p>	Quarterly	
4	<p><b>Budget Planning, Reporting, Information Modeling and Benchmarking</b></p> <p>Provide budget planning; monitoring and managing for general administration, operations and maintenance, utilities and energy, deferred maintenance and renovation projects. Collect and provide data for benchmarking programs including APPA's Facilities Performance and Dashboard Indicators.</p>	Daily/Monthly	

5	<p><b>University Facility Operations, Maintenance and Compliance</b></p> <p>Develop a comprehensive capital renewal schedule for both Klamath Falls and Wilsonville campuses, as well as extension locations, including inspection and inventory of physical conditions to support deferred maintenance budget estimates and support of university Facilities Master Plan (FMP).</p>	Quarterly	
6	<p><b>Space Planning and Management</b></p> <p>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	
7	<p><b>Staff Development and Training</b></p> <p>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
All	Ability to travel by automobile, train, bus or airplane. Frequent travel is required between Oregon Tech and Portland sites.
All	Occasional outdoor work in inclement weather or potential exposure to hazardous conditions or materials.
All	<p>Experience interpreting planning specifications and documents, working drawings and other materials.</p> <p>Experience understanding and applying relevant building, health, safety and fire codes.</p> <p>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.</p>
All	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.
All	Ability to design, analyze and use databases and spreadsheets.

## 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
1,2	Assist with physical grounds requirements due to inclement weather.
1,2	This position will require prolonged sitting and extensive computer use.

### **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.