



FACILITIES DIRECTOR

DEPARTMENT: FACILITIES
CLASSIFICATION: EXEMPT
REPORTS TO: VICE PRESIDENT OF OPERATION (VPO)
SUPERVISES: CONFERENCE SERVICES MANAGER, MAINTENANCE AND CUSTODIAL STAFF
LAST UPDATED: MARCH 2023

SUMMARY OR RESPONSIBILITIES:

The incumbent, reporting to the VPO, directs leads and oversees a range of facilities related functions, which include:

- **Capital Improvements:** serves as project manager and main point of contact for construction and capital improvements at IAIA.
- **Facilities Department:** Supervise the facilities staff. Manage the department's administrative and project delivery processes including services provided by external vendors and/or contractors. Oversee the department's operating budget.
- **Security:** Oversees the college's 3rd party security contractors and acts as a liaison between IAIA and the contractor's senior management.
- **Internal to IAIA:** In collaboration with senior leadership and managers, ensure effective delivery of facilities and maintenance services.
- **External to IAIA:** Oversee IAIA's capital program communications and adherence to approvals in accordance with prescribed processes.

The position is responsible for effectively managing multiple integrated policy, management, and administrative processes in a public higher education environment. The incumbent will interact with staff, administrators, and executives within and outside of IAIA. The quality of the communications and work of this individual will convey to IAIA, state and design and construction professionals how the Institute conducts its business. Supports IAIA's mission, vision, and core values.

ESSENTIAL FUNCTIONS: This description represents the essential functions and qualifications for the position. Any or all aspects of the description are subject to change at any time and without advance notice. Occasional travel is required.

- Provide oversight and management to institute capital projects that involve the IAIA including, but not limited to the following:
 - Provide assistance to ensure all statutory requirements are met and all IAIA processes, policies and procedures are followed, such as:
 - Attend IAIA and related committee meetings as needed.
 - Assist with the preparation, timely dissemination, and maintenance of university IAIA agenda items.
 - Follow-through with IAIA actions in a timely manner.
 - Provide assistance to the university and/or state officials as requested, especially as it may pertain to IAIA review of projects and technical elements.
 - Assist with reviewing, processing and scheduling university project requests for review and approval by the IAIA that involve budget, scope, or funding changes.

- Assist with compiling and reporting university recommendations for architect selections.
- Serve as liaison and oversee security contractors from the college's 3rd party vendor.
- Execution of projects approved by the IAIA to ensure full compliance with policies, procedures, including the architect selection process and a standard design manual;
- Implement of policies and procedures to carry out the direction set by the IAIA including promulgating technical standards and requirements.
- Coordinate and monitor university projects approved by the IAIA through project completion within the approved project scope, budget, and available funding.
- Serve as a liaison for the university to the construction and design community and assist addressing issues and concerns as they relate to the university procurement methods.
- Assist with periodic reviews of policies, procedures and budget and fee calculations.
- Assist with determining early design phase for projects that require approval.

Capital Improvements Program Development and Support

- Process and report capital project budget requests, approvals and manage the implementation of projects.
- Facilitate communications to establish system and campus/institute capital project priorities.
- Develop and provide assistance for capital budget submittals to university administrators, IAIA, in accordance with applicable policy and procedures.
- Provide assistance in communicating to administrators the planned and approved capital project financial status and issues.
- Coordinate campus/institute capital project requests for evolving infrastructure and facilities goals.
- Provide assistance and prepare justifications for capital budget requests to the Finance and Administration.
- Provide assistance with formulating, reviewing, and revising policy relevant to capital projects.
- Prepare issue briefings and communications for executive review of the capital program.

Architect and Contractor Services Oversight

- Manage services through staff and direct oversight.
- Develop and maintain standards for performing the administrative, design, and construction processes required for the project.
- Administer the architect selection process in accordance with IAIA policies.
- Utilize alternate project delivery methods consistent with IAIA policy.
- Administer all vendor contacts. Review and renegotiate annually in accordance with IAIA Finance and Administrative Services Policies.

Department Administration and Management

- Manage all division employees (currently 5) and activities, which include but are not limited to hiring, directing, motivating, training, and evaluating.
- Develop, implement, and improve processes and procedures in the department.
- Identify department needs for expertise and make recommendations as required.

Campus Master Plans and Special Projects

- Assist with the development and updates to campus master plans.
- Manage facilities assessments of campus facilities to be utilized in establishing capital project priorities.
- Oversee other special initiatives as required by the university, state, or other external authority.

Institute (Facilities) Representative

- Assist with the development and maintenance of space standards and definitive design criteria for planning purposes.
- Develop facilities programs in coordination with campus administrators and user groups consistent with campus priorities, master plans and capital budget priorities.
- Provide assistance and participate in state level process and policy development as the university's representative.
- Develop communications regarding IAIA's capital program.
- Serve on various campus committees, which may include chairing one or more committees.

REQUIRED EXPERIENCE/EDUCATION:

Must have a BA, preferably in engineering, architecture, facilities or construction management, or significant direct experience and/or one or more trade certifications. Must have five (5) years of facilities management experience. A minimum of seven (7) years of management responsibilities including oversight of projects in excess of \$10million. Must have with at least five (5) years' supervisory experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent organizational leadership and interpersonal skills.
- Experience and a fundamental understanding of basic real estate transactions and the related legal concepts and terminology.
- Experience and proficiency in design and construction contract review.
- Experience in leadership in professional and/or community organizations.
- Experience in reviewing capital proposals.
- Strong existing relationships with architectural, engineering and construction professionals.
- Familiarity with diverse public higher education facility development needs.
- Knowledge of public higher education capital program processes.
- Experience in meeting administrative budgetary requirements for organizational operations.
- Competency in standard office software systems.
- Innovative - forward-thinking, promoting and striving for excellence in design;
- Effective communicator - communicates clearly and accurately to small and large groups, including legislative bodies; including strong written and oratory skills.
- Adhere to appropriate standards of conduct and ethics.
- Ability to work occasional evening and weekend hours.

WORKING CONDITIONS:

- Ability to read and interpret basic to complex data/information/guidelines/ procedures, etc. related to facilities, capital projects, contractor services, master plans and special projects.
- Ability to perform facilities maintenance duties if necessary.
- Position may be asked by manager to perform other/additional duties.
- Performance evaluation will include assessment of performance results as described herein.
- Management has the right to revise this job description at any time, with or without notice.
- The job description is not a contract for employment.