

# University of Houston – Clear Lake

## Position Description

Job Title: **Director, Building Maintenance & System Operations**

Job Code: **2288**

Pay Grade: **060** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's Degree in Engineering, Architecture, Construction Management or a degree with equivalent experience and supervision of various skilled crafts and construction personnel; or an equivalent combination of education and recent related experience.	Prefer plant or facility experience with five years supervisory experience in Construction and Facility Management. Knowledge of requirements relating to asbestos abatement and the American Disabilities Act.
Experience	One year project estimating	
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Directs the supervision and management of physical and human resources to assure the sustenance of the university's physical assets. Reviews projects relating to equipment installation, utility upgrades and energy management. Recommends on methods and techniques for repair of building and system component failures. Serves as project manager/administrator on major capital construction for utility and energy programs. Assures the accomplishment of all preventative maintenance and work orders. Coordinates operational activities relating to in-house renovations, maintenance repair, and minor capital construction projects**

Duties and responsibilities	% Time
Evaluates, plans, schedules, and coordinates work priorities with the client, craft person, or craft team and management as necessary.	20
Assures the collection, verification, and recordation of utility data. Develops spreadsheets for reporting energy reports to meet State requirements. Manages utility operations and preventative maintenance programs. Provides technical direction and professional development of subordinate personnel. Serves as technical advisor to upper management on operational and energy related matters. Participates in the planning, development and implementation of operations. Other duties as assigned.	20
Serves as project administrator/manager for specialized construction and repair projects to space and building renovations, power plant equipment installations, building energy and environmental systems. Reviews plans and specifications, bills of materials, requests for proposals, and other documents for sound engineering design, completeness of data, and compatibility with features.	15
Assures the continued development of sustenance needs through the facility capability and assessment program by conducting facility inspections annually to determine repair and maintenance requirements. Maintains an annual work plan, preventative and deferred maintenance	15

programs for structural, electrical, mechanical, and architectural components.	
Administrative tasks include the preparation of project design criteria and specifications, disciplinary actions, performance evaluations, and contract documents. Provides safety training, technical guidance and assures adherence to safety policy and guidelines. Assists in coordinating the temporary storage, labeling, and planning of hazardous wastes.	10
Initiates purchase requests for material and equipment review and approve equipment submittals on maintenance and construction projects.	10
Prepare cost estimates for minor construction and maintenance projects. Reviews and analyzes estimates on major construction projects and recommends cost savings.	10

***This position description describes the general qualifications, duties and responsibilities of work being performed.***