

University of Houston – Clear Lake

Position Description

Job Title: **Associate Vice President, Facilities Management**

Job Code: **0470**

Pay Grade: **090** FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's Degree in Engineering, Architecture, Management or related field.	Master's Degree in Business Administration with a technical background.
Experience	Five years progressively responsible experience in executive and/or senior level management position with predominate experience in Facilities Maintenance, Construction, Energy Conservation, and Utility Operations.	Ten years of supervision of engineers, architects, various crafts, other professional and administrative personnel. Preference will be given to individuals with higher education experience in a university or campus setting.
License/Certification		Professional registration as an Engineer/Architect.

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

POSITION SUMMARY

The incumbent's primary responsibility is to: Support the accomplishment of the university's mission by serving as the university's key official for facility planning, construction and operations, and management of all facility capital assets. Assure regulatory compliance with federal and state statutes and system policies relating to the acquisition of services and programs.

Duties and responsibilities	% Time
Assures the development, implementation and oversight of programs and policies for improved efficiency, effectiveness and performance with respect to facilities planning, management and sustenance.	25
Provides oversight and management for the operations and maintenance and renovation of 750,000 plus square feet of academic facilities and 524 acres of real estate of which 185 acres are landscaped; the balance serving as a wildlife nature preserve.	25
Oversees space planning, events scheduling, and maintenance of the university's master calendar to assure availability of facilities, fulfillment of the academic class loading and accurate and timely reporting of the facilities inventory to the coordinating board. Provides for the management of official university record drawings, including updates of building guide maps, facility construction, and renovation plans. Oversees the preparation of requests for proposals, invitation for bids, formal solicitation documents, and assures the delivery of repair and renovation projects accomplished by university personnel or by contract labor.	10
Assures the development, implementation, and execution of programs for emergency operations; utility acquisition, safety, and energy conservation.	10
Develops and implements budgets in accordance with state formulated guidelines for operation,	10

allocation, and distribution of higher education assistance funds (HEAF), deferred maintenance and capital renewal, and new construction.	
Manages the delivery of design and construction services for new facilities and renewal of existing structures, including major equipment installations, and plant utility and energy systems. Review and approve plans and specifications, design changes, clarifications, etc.	10
Serve on system and university task forces, committees, and/ or subcommittees. Develops initiatives relating to organizational assessment, strategies for more efficient operations, and cost effective measures to meet mission requirements while adhering to budgetary constraints. Supervises emergency ride out situations and coordinates campus repairs and/or shutdown. Performs other related duties as required.	10

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