

JOB INFORMATION

Effective Date	10/26/2021
Job Code:	2283
Job Title:	Manager, Facilities Services
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Facilities
Job Family:	General Maintenance
Job Summary	Plans, organizes, and manages facilities repair & maintenance work activities focused on building and grounds involving skilled and unskilled trades, such as carpentry, painting, plumbing, exterior maintenance, basic electrical and mechanical maintenance. Oversees staff to ensure related services are executed in accordance with planned maintenance schedules and daily work order. Oversees the annual testing and repair of systems, inspections, new projects and all safety related matters in conjunction with the Environmental Health and Safety Department and the Physical Plant Safety Officer. Exercises discretion and independent judgment in determining work priorities for a variety of repair and maintenance solutions daily. Reports to Director of Facilities Operations.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	Bachelor's degree in a related or technical field.	Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Considerable	Progressive experience in years of facilities management.	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Facilities Management Professional Services		Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Demonstrated knowledge of facilities maintenance, electrical, grounds, HVAC, plumbing operations, civil design and construction standards. 	Skilled
<ul style="list-style-type: none"> Demonstrated knowledge of safety and health codes, fire protection regulations, environmental guidelines, the Americans with Disabilities Act, and other government guidelines at the federal, state, and local levels. 	Skilled
<ul style="list-style-type: none"> Project Management Certification or demonstrated project management skills (Initiating, Planning, Executing, Monitoring, Closing); including demonstrated negotiating skills. 	Skilled
<ul style="list-style-type: none"> Demonstrated ability to read and interpret blueprints and design specifications. 	Skilled
<ul style="list-style-type: none"> Possess basic to intermediate skill level in MSO Suite (Word, Excel, PowerPoint). 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Manages the work activities of staff and contractors in skilled trades such as carpentry, painting, plumbing, and exterior maintenance. Related activities involve Scheduling repairs, renovations projects, waste reduction improvements, and safety inspections with outside suppliers/contractors for supplies, repairs, and capital purchases; Overseeing services related to electric maintenance, mechanics, hydraulics, carpentry, and masonry, substituting, changing, cleaning, repairing and installing pieces, components, and equipment; reviewing prints, sketches, and schematics, to determine whether to subcontract or perform work in-house; notifies customers of potential service interruptions and coordinates final project inspections and punch lists. Monitors building conditions, conducts inspections, implement changes as required, and provides technical direction to ensure all work is completed to customer satisfaction. Oversees the annual testing and repair of systems in university-owned buildings. Assures adherence to safety policy and guidelines. Provide supervision to contractors and staff, including defining job duties, job performance, on-site instruction and guidance for work procedures and processes, and communicating organizational needs by the University's objectives, policies, and applicable laws. 	35%
<ul style="list-style-type: none"> Prepares reports of cost estimates, and compiles work orders, projects and the general condition of campus buildings. Serves as key customer contact for project status and change orders; project design criteria and specifications, incident reporting and contract documents. Responsible for all personnel matters including assessing performance, managing staffing needs, employee relations and delegation of work. 	20%
<ul style="list-style-type: none"> Reviews and monitors equipment purchase requests for material and equipment relating to grounds and custodial, maintenance, power plant and construction projects; as well as departmental labor costs. Negotiating with external suppliers /contractors for supplies, repairs, and capital purchases. 	15%
<ul style="list-style-type: none"> Reviews new projects and determines individual project manpower requirements, and assigns work schedules. 	10%
<ul style="list-style-type: none"> Oversees compliance with fire and chemical, asbestos, and other safety related issues in conjunction with the Environmental Health and Safety Department and the Physical Plant Safety Officer. Conducts safety program and provides training and development for employees. 	10%
<ul style="list-style-type: none"> May be considered essential personnel and may be assigned to serve on a special task force during periods of emergency. 	5%

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Performs other job-related duties as required. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Labor

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting					X	
Carrying					X	
Pushing					X	
Pulling					X	
Climbing					X	
Balancing					X	
Stooping					X	
Kneeling					X	
Crouching					X	
Crawling					X	
Reaching					X	
Handling					X	
Grasping					X	
Feeling					X	
Talking					X	
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet			X		
Noise					X
Hazards					X

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Travel Requirements

Estimated Amount	Brief Description