Westminster College

Director of Facilities Operations

This position is responsible for the condition, function, appearance and safety of the College's buildings and grounds as well as the staff, equipment and materials needed to maintain them.

**Essential Job Functions of Position:**

- Plan, direct and oversee the maintenance and repair of all buildings, lawns, streets and walkways for Westminster College to ensure that the College's physical plant is safe, clean, comfortable and attractive.

- Develop and submit annual budgets to fund Facilities Operations functions. Monitor expenditures, review and approve/deny purchase requests to manage approved budgets.

- Visits and inspects facilities and meets with building constituents to understand customer requirements and actively address problems or complaints.

- With feedback and input from Facilities Operations supervisors, identify and recommend major repair and construction projects through the College planning and budgeting processes to initiate and implement projects.

- Oversee major construction and renovation projects, working with contractors, architects and College administrators to ensure timely completion of projects according to plans and specifications.

- Ensure code compliance for new and renovated building construction activities, fire safety compliance, along with environmental health and safety issues. Serves as the direct liaison between external government oversight agencies and Westminster Facilities Operations.

- Accompany inspectors during campus visits to answer questions as they arise and discuss issues, concerns and findings as they are identified.

- Oversees hiring and personnel actions; sets and communicates performance standards; and monitors performance progress.

- Oversee department training, working with supervisors, the College’s safety personnel, Human Resources, vendors and others as identified to ensure staff receive timely training that helps them incorporate new methods, materials and processes into their work to maximize safety, compliance, efficiency and customer service.

- Complete and submit reports to the Vice President for Finance and Management Services (VPFMS) and other College leaders as required or requested.
• Attend conferences, review journals, network with other Facilities Operations managers to remain apprised of industry developments and incorporate changes into department activities as appropriate to continually update and improve department efficiency and customer services.

• Attend VPFMS staff meetings to remain apprised of developing issues and concerns that affect the department and to share information that the VPFMS and other department directors need to be aware of.

• Perform additional job related duties as assigned.

**Education and Experience**

Bachelor’s degree. A minimum of 10 years of experience in facilities operations administration with a history of success in project management and physical plant oversight.

**Knowledge, Skills & Abilities**

Effective communication and interpersonal skills. Proven ability to lead simultaneous, varying and/or competing projects to meet goals and objectives. Proven ability to establish and maintain professional relationships with stakeholders. Successful track record of strong fiscal management, a commitment to diversity and inclusion and a high degree of integrity and professionalism. A working knowledge of OSHA requirements and building codes.

Preferred: Work experience in a higher education environment.

**To Apply**

Send a cover letter, resume, and the names and contact information for at least three job related references by email to the attention of the Vice President for Finance & Management Services at humanresources@westminster.edu by no later than **May 15, 2019**.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.