

Westminster College
POSITION VACANCY

Assistant Director of Facilities Operations

The ideal candidate for this administrative role should possess excellent verbal and written communication skills, and organizational skills, have a broad knowledge of business functions, and project management experience. The Assistant Director of Facilities Operations must understand the technical aspects of the property management, support day to day business operations, mitigate risk, ensure efficient operation of facilities, and to meet the needs of Westminster College's mission.

Duties and Responsibilities

Develops and revises policies pertaining to the provision of services; e.g., priorities, scheduling, nature of services provided, degree to which service is provided, and charges for services to recipients. Evaluates the effectiveness of services provided; performs inspections on work in progress and upon completion.

- Reviews work assignments, maintenance schedules, service programs, procedures and practices, and makes improvements as needed; develops and directs preventive maintenance programs, procedures and policies.
- Determines training needs and works with the Director in developing training programs. Is responsible for department training programs such as apprentice programs, supervisory training, and safety and health programs.
- Manages and schedules external vendors required for operations for large and small projects. Works collaboratively to ensure proper billing.
- Effectively provides leadership, communication, direction, and talent development to Physical Plant team members.
- Monitor productivity and quality objectives of operations personnel and work in conjunction with the other areas of the Physical Plant to help develop, implement and facilitate processes that focus on achieving measurable improvements to production efficiency, inventory management, quality, fulfillment accuracy and on-time delivery of work.
- Reviews reports on personnel transactions; e.g., sick leave, vacations, leaves of absence. Assesses manpower needs and capabilities and implements changes as needed. Screens and interviews job applicants and selects new employees.
- Additional duties as assigned by the Director of Facilities Operations.

Qualifications for Appointment

Education:

Bachelor's degree in Facilities Management, Engineering, Business Operations or a related field, or an equivalent combination of education and experience.

Experience: Three to five years progressive experience in Physical Plant facility operation and management of which at least one year has been in a supervisory capacity.

Desirable: Experience with the oversight of custodial and/or grounds maintenance operations. Experience with benchmarking and quality initiatives. APPA EFP or CEFP, or related certification preferred.

Other skills, abilities: Communicate effectively and with confidence to all members of the College community. Comprehensive knowledge of applicable construction codes, plant operation and plant maintenance. Ability to

write comprehensive reports, plan projects, and administer a budget. Candidate must also be student-centered, service oriented, demonstrate a high level of integrity, possess strong interpersonal skills, and be available for on call, evenings, and weekend coverage.

Interested individuals should send a cover letter, resume, and the names and contact information for at least three job related references to humanresources@westminster.edu by no later than **April 19, 2024**.

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