

VIRGINIA UNION UNIVERSITY
Assistant Director/Project Manager
Facilities Management Department

Vacancy Announcement

Department: Financial Affairs Division

FLSA Status: Exempt

Work Schedule: Normally 8:30 a.m. - 4:30 p.m.
Will be required to periodically work extended and weekend hours

Job Status: Full Time

Reports To: Director, Facilities Management

Positions Supervised: Maintenance Supervisor

POSITION SUMMARY

Reports directly to the Director of Facilities Management; Assists in the planning and coordination of physical plant assessments, physical plant troubleshooting/maintenance and project management; ensures that safety regulations, compliance, emergency procedures and facilities emergency management plans are in place and maintained; assists in managing project budgets, implementation, coordination, evaluation, and documentation; assists in overseeing maintenance operations to ensure proper upkeep and enhancements to the physical plant; will be required periodically to work extended hours and weekends, and respond to emergency calls at all hours.

Duties and Responsibilities:

Construction Management/Inspection

- Assist in coordination of construction, renovation, maintenance, and physical plant project development from beginning to end.
- Assess project scope, goals and deliverables that support University and program goals in collaboration with Director of Facilities Management, senior management, and stakeholders.
- Submit preliminary budget proposals for projects and recommend subsequent budget changes when necessary
- Review cost proposals and provide appropriate recommendations
- Track project timelines, milestones, and deliverables to ensure timely completion
- Assist in managing changes in project scope, identifying potential crises, and devising contingency plans
- Prepare and deliver progress reports, proposals, requirements documentation, and presentations
- Maintain industry standards, state and federal building and safety codes and regulations, OSHA construction site safety requirements, ADA guidelines, and LEED certifications
- Demonstrate working knowledge of mechanical, electrical, plumbing, and construction/maintenance trade disciplines
- Perform other tasks as assigned by the Director

Plans/Drawings

- Coordinate the administration of project plans and specifications
- Read and understand blueprints and schematic drawings
- Receive, updates and maintain the inventory of as-built drawings of the physical plant

Staff Supervision

- Recommends resources needed to achieve project goals
- Maintain effective procedures for servicing facilities and managing work requests/needs
- Helps to coordinate, supervise, train and assist facilities management staff to effectively complete facilities services, maintenance requests, and projects with a high degree of service, quality and safety

- Assist with the proper procurement and monitoring of maintenance materials, inventory, and assets,
- Assist in management of day-to-day operational aspects of Facilities Management Maintenance Department activities, responsibilities, and emergency responses, including preparation of staffing schedules and coverage
- Maintain working knowledge of building maintenance, housekeeping, landscaping/grounds, and construction best practices
- Ensure proper, courteous and skillful customer service in Facilities Maintenance and projects, and effectively resolve customer complaints
- Routinely monitor/inspect Facilities Management Work Order work performance including status, quality, response time, and completion time
- Assist in ensuring appropriate performance/documentation of all routine, planned, emergency, and preventative maintenance program work and procedures
- Monitor and assess University energy consumption and costs, and help develop, promote, and maintain efforts to improve energy efficiency, reducing usage and costs
- Results-oriented individual with creative and innovative ideas, strong interpersonal skills, and the ability to motivate others to achieve all goals
- Assist with staff development and motivation for their continuous advancement of job and personal skills, knowledge, and effectiveness
- Act on behalf of the Director as requested or necessary and perform other tasks as assigned by the Director

Project Meetings/Vendor Relations

- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion
- Assist in identifying and resolving issues and conflicts within the project team
- Act as liaison between university, architects, engineers, planners, contractors, regulatory agencies and consultants to ensure safe, efficient and properly-constructed projects
- Perform other tasks as assigned by the Director

EXPERIENCE & TRAINING

Education: Bachelor's Degree (four year college or university) or any combination of experience in an appropriate discipline closely related to maintenance or facilities/environmental management;

Experience: Three years related experience in project management, personnel supervision, building maintenance; experience in effectively prioritizing/shifting/executing tasks in the building trades/maintenance area. Strong computer skills including solid experience with Microsoft Office, facilities management software, and internet technologies; experience with computer-aided drafting. A valid Virginia driver's license is required.

Application Deadline: The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity, Affirmative-Action Institution committed to cultural, racial and ethnic communities and compliance with the Americans with Disabilities Act. Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter. Inquiries and applications should be mailed to: Virginia Union University, Director, Human Resources, 1500 N. Lombardy St., Richmond, VA 23220, or e-mailed to Resumes@vuu.edu. Please call (804) 257-5841 if any questions.