

Chapman University Job Posting

Director of Facilities Management

Please submit 2 copies of resume and/or application with Job No. 40-07, in addition to 2 copies of salary history. **APPLICANTS MUST SUBMIT SALARY HISTORY IN ORDER TO BE CONSIDERED FOR THE POSITION.**

Responsibilities: Reporting to the Associate Vice President of Facilities Management and Campus Planning, provides a broad range of professional services to direct and coordinate the maintenance and operations of the university physical facilities and real property. Oversees and monitors outsourced custodial and grounds maintenance. Plans and implements capital renewal and replacement budgets for the facility, develops and implements operating policies and procedures. Develops and promotes a team concept with outcome-based results for the department in coordination with other university units. Monitor operations to assure that university mission requirements are effectively fulfilled. Overall supervision of staff members and units within the Facilities Management Department. Prioritizing and scheduling preventative and general maintenance for all facilities. Supervision of Work Order Administration which includes a Computerized Maintenance Management System, Departmental web site, and other computerized data processes. Promulgates operational policies and procedures designed to comply with all Federal, State, County and City laws, ordinances and regulations, including Title 8 of the Division of Industrial Safety. Assists Campus Planning in administrative review of new projects and building renovation. Responsible for the annual preparation and submittal of the departmental budget and deferred maintenance plan. Lead organizational efforts to improve workplace safety in conjunction with campus Risk Manager.

Qualifications: Required: Valid California driver's license and clear DMV record; DMV record check will be required before and periodically during employment. Background check clearance required before employment. Bachelor's degree from an accredited institution in preferably in the field of architecture, facilities management, engineering or business administration or an equivalent combination of education and experience. Full-time progressively responsible experience (preferably 10 years or more) in facilities management that included oversight of staff, budgets and expenditures. Proficient in the use of the following Microsoft applications: Word, PowerPoint, Excel and Outlook. Excellent communication and interpersonal skills with the ability to interact with diverse individuals at all organizational levels, both inside and outside of the university. Proven experience in leading, organizing and managing a large and complex facilities organization, encompassing a number of sites. Strong customer service orientation. Experience in using tact and diplomacy and to maintain a high level of confidentiality.

Desired: Educational and other State and local building codes and regulatory requirements pertaining to building, vehicle and equipment operations, as well as management of hazardous materials and safety programs. Specification writing and contract management. Long range institutional planning and budgeting principles and procedures. Industry standard techniques of energy management. Knowledge of Chapman University policies and procedures.

For additional information and to apply, please go to our website at www.chapman.edu/jobs or submit 2 resumes/applications & salary history with job no. 40-07 to HR, 1 University Dr., Orange, CA 92866
EOE M/F/V/D

Chapman University is an Equal Opportunity Employer committed to providing career opportunities to all people, without regard to race, color, religion, sex, age, national origin, sexual orientation, disability or veteran status.