



Executive Director, Facilities, Operations and Maintenance Job Description

JOB INFORMATION

<i>Job Code:</i>	181907
<i>Job Title:</i>	Executive Director, Facilities, Operations and Maintenance
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Facilities - Executive
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Directs the operations, activities and staff for all Operations and Maintenance shops and services and custodial services at the University Park and Health Sciences Campuses. Operates and maintains all university buildings and grounds, including President's estate (SME).

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		Or
X		Bachelor's degree	Architecture	Or
X		Bachelor's degree	Engineering	
	X	Master's degree		

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		7 years		
	X	10 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Managerial experience in facilities development, operations and maintenance.
	X	Directly related experience in an institution of higher education.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Plans, directs and reviews the operations and activities of the maintenance shops and custodial services for the university Park and Health Sciences Campuses. Operates and maintains all university buildings and maintains grounds and landscaping. Establishes goals, priorities, standards and schedules and assesses performance against these measures.				
Establishes maintenance standards and programs for the university campuses to include master scheduling of routine maintenance and prioritization of deferred maintenance backlogs. Ensures quality workmanship and timely implementation of routine and scheduled maintenance in the most cost effective manner.				
Reviews and recommends involvement of subcontractors as necessary and when cost effective.				
Develops, promotes and monitors an energy management policy to obtain the most cost effective operation of university facilities.				
Directly or indirectly supervises all staff assigned to unit, usually through subordinate directors, managers and supervisors. Determines staffing needs based on goals and objectives of unit. Determines and/or recommends unit salary administration including raises, promotions and reclassifications. Approves all work guidance actions within unit.				
Oversees recruitment, hiring, orientation, training and supervision of unit's staff. Oversees performance evaluation process, ensuring consistent use of all applicable policies and procedures. Counsels, disciplines and/or terminates employees as required.				
Plans, develops and manages unit budget(s). Approves or disapproves unit expenditures.				
Participates in university-wide long-range and short-term strategic planning, as assigned.				
Maintains currency with, understands and ensures unit compliance with all university policies and procedures and with all applicable local, state and federal laws and regulations.				
Serves as information resource for the university community and the general public concerning unit programs and/or projects.				
Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. as a representative of the university and/or unit.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.