Position Title: Director, Facilities Operations

Job Bulletin Number: 103242

Classification: Administrator II

Department: Facilities Operations

Full/Part-time: Full-time

Employment Type: MPP – this position is part of the California State University Management Personnel Plan (MPP). No tenure or permanent status can be achieved within the MPP.

Bargaining Unit: M80

Pay Plan: 12 month

Salary Range: Hiring salary will be $100,000 - $110,000 commensurate with education and experience.

Benefits: Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our benefits website for additional information.

Pre-Employment Conditions: Background and fingerprinting

Closing Date: Open until filled. A review of applications will begin Monday, October 26, 2020 and the review period may end at any time thereafter.

POSITION SUMMARY:
The Facilities Services Department is a unit within the Administration and Finance Division responsible for managing operations, maintenance and repair of University facilities. The Director’s scope of responsibility includes building maintenance, landscape, transportation, utilities, emergency operations planning and response, operational sustainability, central receiving and minor capital renovations. Facilities Services includes: management of the building maintenance and lock shop areas; establishing priorities, planning, scheduling and coordinating the daily work orders for preventive maintenance, repair, alteration and equipment installation on grounds and in or upon buildings, managing custodial services; overseeing moving services to include major relations and special events; managing the automotive...
repair contracts, vehicle fleet and van services (internal and contractual); managing grounds maintenance and horticultural activities, landscaping and pest control contracts for approximately 87 acres with over 368,000 square feet. Reporting to the Associate Vice President, Facilities Management, the Director of Facilities Operations manages the Facilities department and supervises the day-to-day operations of the department, which includes approximately 25 employees and a budget of $3M.

HOW TO APPLY: Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at http://www.csum.edu/web/hr/careers.

ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

MAJOR RESPONSIBILITIES:
• Develops, implements and maintains a building management program for university-wide buildings.
• Provides day-to-day supervision of personnel assigned to building, mechanical, and electrical trades; grounds maintenance; warehousing, and office administration.
• Develops, implements and ensures compliance of policies and procedures associated with all aspects of operating the physical plant.
• Develops multi-year operating budgets and oversees all financial aspects of the Facilities department.
• Coordinates activities with campus administration on issues related to maintaining the physical plant.
• Develops an organizational model that is focused on customer satisfaction, technology infused and forward thinking.
• Implements and directs the building maintenance/repair contracted services to ensure that departmental building maintenance/repair service standards are consistent with University administrative policies and procedures and contract agreements.
• Prepares cost estimates; consults with professional contractors/experts; interfaces with control agencies; originates documents for service agreements, special repair construction and maintenance contracts; supervises the execution of remodeling and maintenance projects; conducts pre-bid job showings; coordinates, inspects and evaluates the work of contractors; approves expenditures related to the rehabilitation and maintenance of campus facilities.
• Establishes a quality assurance program, coordinates training programs and safety programs, tracks and maintains accident reports and makes recommendations for accident prevention.
• Inspects equipment and facilities to determine condition, safety and need for repairs; establishes priorities, planning, and scheduling of repairs for safety purposes; inspects the workplace and work project sites to ensure full compliance with industrial safety orders; ensures that safety meetings and employee training in the proper and safe use of tools and equipment are held and documented; investigates and files reports on employee work-related illnesses and/or accidents and takes appropriate action to correct situations and coordinates employee return-to-work efforts with the campus Workers’ Comp Coordinator.

REQUIRED QUALIFICATIONS:
• Bachelor’s degree in Business, Architecture, Engineering, Construction, or Public Administration or a related field and five years of responsible experience in managing an organization similar to Cal Maritime’s Facilities Operations department.
• General knowledge of mechanical trades (engineering services, plumbing and electrical), architectural trades (carpentry, paint and locksmith); and campus operations (grounds, custodial and warehouse).
• Knowledge of the California Building Code, National Fire Protection Association codes and safety orders of the Division of Industrial Safety of the State of California.
• Working knowledge of federal, state and local safety regulations, protocols, and enforcement procedures.
• Ability to work and communicate with the campus community including faculty, staff and students.
• Ability to work effectively with vendors, contracts, code and regulation officials, Chancellor’s Office personnel, and the public.
• Knowledge of business practices and procedures
• Demonstrated skill in budget preparation and fiscal management.
• Demonstrated skill in organizing resources and establishing priorities.
• Ability to use computers and software programs for correspondence

PREFERRED QUALIFICATIONS:
• Work experience in an academic setting, ideally Public Higher Education highly desirable.
• Experience working within a labor union environment.
• Certified Facility Manager.
• Knowledge of the Maritime industry.

SPECIAL CONDITIONS:

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS: Up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; involves lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits. Drives motorized equipment.

HOURS OF WORK/TRAVEL: May include travel and travel outside of normal business hours

BACKGROUND CHECK: A background check (including a criminal record check and fingerprinting) must be satisfactorily completed before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

DESIGNATED POSITION: This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

MANDATED REPORTER: The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

TITLE IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: https://www2.calstate.edu/titleix

EEO STATEMENT: Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.