Position Title: Associate Vice President for Facilities Management

Job Bulletin Number: 103270

Classification: Administrator III

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 budgeted at $135,000 - $145,000 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 including fingerprinting and DMV records check

Closing Date: Open until filled. A review of applications will begin Monday, March 15, 2021 and the review period may end at any time thereafter.

POSITION SUMMARY:
Within the Administration and Finance Division, Facilities Management is responsible for creating and maintaining an environment that enables faculty and staff to fulfill the educational mission of California State University Maritime Academy through the continued planning, design and construction of new and renovated facilities, maintenance of existing campus facilities and grounds, by providing services in a reasonable and timely manner, and by maintaining a quality oriented organization geared toward the enhancement of the educational environment.
The Assistant Vice President (AVP) is the principal facilities administrator at Cal Maritime. The incumbent, reporting to the Vice President for Administration and Finance, provides leadership to the institutional processes associated with the planning, funding, design, construction, operation, and maintenance of an expanding portfolio of University facilities. The AVP is responsible for overall administration of the University’s property and land assets, facilities strategic planning, campus master plan, capital planning, facility design and construction, facility maintenance, capital construction project management and continuous improvement of its facilities. Responsibilities also include directing aspects of facilities operations including long-term planning, and fiscal management. The AVP works cooperatively and collaboratively with other campus offices and departments, key campus administration, faculty, and staff. The AVP will act as the liaison for Cal Maritime with local and state approval and permitting agencies as it relates to facilities. This position requires exceptional business acumen, leadership, organizational, and communications competencies.

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:

Leadership and supervision:
This position provides leadership and supervision to management and represented employees in the following areas: Facilities Operations, Grounds, Custodial Services, Energy and Sustainability and Facilities Planning. Facilities Operations is responsible for maintenance and repair of all buildings, mechanical systems, infrastructure, special repairs, renovation, deferred maintenance, and the work order system. Grounds is responsible for landscaping the main campus and maintenance of all campus lands (approximately 92 acres). Custodial Services ensures a clean and safe environment for students, faculty and staff and provides special event support. Energy and Sustainability oversight includes sustainability programming, energy, and utility management. Facilities Planning is responsible for campus planning including all activities associated with capital construction programming in support of the University’s strategic and master plans.

Manage compliance with internal and external regulatory agencies:
This position interfaces with numerous external county, state and federal agencies such as, but not limited to, California State Fire Marshal, Solano County Environmental Health, Yolo-Solano Air Quality Management District, California Division of State Architect, and other agencies accordingly to ensure that campus facilities operations comply with applicable county, state, federal, and local regulations. The AVP also interfaces with the Chancellor’s Office – Capital Planning, Design and Construction. The AVP also serves on a number of strategic campus committees and participates in the development of policy and procedures related to the on-going operations of Cal Maritime.

Oversight for key projects:
This position provides oversight and direct management for selected, high-profile maintenance, repair, and renovation jobs along with major capital outlay projects monitoring such jobs and projects to ensure agency compliance, cost control, schedule, and quality control.

Assure quality improvement:
This position develops and implements systems, procedures, processes, and new approaches that continually promote, foster, and assure quality improvement and exhibit a clear customer service commitment to meet the needs of a diverse campus community.
Financial and resource management:
The position is directly responsible for the management of all Facilities Management financial and material resources. Develops and controls department budget. Makes departmental commitments and approves certain projects and expenditures, and has responsibility to manage projects and personnel, and to handle situations not covered in existing policies and procedures. Initiates and approves requisitions for purchase of materials, supplies and contractor’s services.

Campus-wide capital and master planning:
The Associate Vice President for Facilities Management is responsible for overall administration of the University’s property and land assets, facilities strategic planning, campus master plan, capital planning and facility design and construction. The AVP serves as the primary liaison with the Chancellor’s Office (CO) for capital planning and budgeting, and must develop and maintain a strong partnership with all units and individuals within CPDC (Capital Planning, Design and Construction) at the CO. The AVP is frequently in contact with the general public and represents the campus in a variety of settings. The AVP has significant contact with the Chancellor’s Office staff and other campus representatives with respect to the development of capital planning and implementation of Chancellor’s Office policy and procedures.

REQUIRED QUALIFICATIONS:
• The incumbent in this position must possess the equivalent to a bachelor’s degree in architecture, landscape architecture, urban planning, engineering, construction management, business management or a closely related field.
• Must possess a minimum of ten (10) years of progressively responsible experience involving the operation and maintenance of facilities and infrastructure.
• Incumbent must have a thorough knowledge of facilities planning, design and construction; facilities maintenance and building renewal management; sustainable building design and operations; utilities operation and management; human resources management, organizational development, and training; and financial management. Incumbent must have demonstrated experience providing successful leadership in facilities management, budget management, staff supervision and the design and construction of renovation projects. Incumbent must have expert project management skills, including capital projects, thorough knowledge of maintenance operations, building systems and utilities operations. Incumbent must have knowledge of state and federal (e.g. Americans with Disabilities Act Amendment Act, “ADAAA”) laws relating to physical barriers removal along with a broad knowledge of principles of sustainability that may be applicable to campus operations, especially involving reduction of carbon emissions.
• Incumbent must have proven leadership skills with success in complex and distributed organizations. Incumbent must have the ability to establish metrics for department and employee goals that measure effectiveness of contributions to efficient operations of department. Incumbent must have excellent interpersonal, verbal, and written communication skills. Incumbent must have the ability to interact with a diverse range of people, including the ability to build trust and consensus with university constituents including faculty, staff, and students.
• Incumbent must have well developed analytical, organizational, supervisory, reasoning, problem solving, and conflict resolution skills along with effective communication skills to include excellent written and oral communication skills. Incumbent must possess high energy, be action-oriented, honest, have integrity, compassion for others and perseverance. Incumbent must have the ability to build and establish credibility with all; equally able to connect in the boiler room and the boardroom and have the ability to grasp the bigger picture and goals of the institution and to integrate the goals fully into the facilities operation. Incumbent must be a strategic thinker who creates clear communication channels, sets goals, improves efficiency, and continuously improves client satisfaction. Incumbent must have a commitment to excellence and be part of an evolving, energetic, and forward-thinking campus environment.
• Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
• Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

Excellent communication skills with the ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.

Ability to interpret, communicate and apply policies and procedures.

Demonstrated ability to maintain a high degree of confidentiality.

Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

Working knowledge of or ability to quickly learn University infrastructure, policies, and procedures.

Valid California driver’s license.

PREFERRED QUALIFICATIONS:

- An advanced degree in Architecture, Engineering, or Business Management is preferred. Previous experience in a University setting with multiple collective bargaining units is highly desirable.
- At least five (5) years of the required experience in an executive management position overseeing a facilities management organization or a major component of one.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

SPECIAL CONDITIONS:

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:

- Involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.

- Drives motorized equipment.

HOURS of WORK/TRAVEL: Travel and attendance at various functions, events, meetings, and training is required.

BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered 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 to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.