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Developed by:.....SG
Reviewed by:.....WAC
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Manager, ASF/CCE Facilities and Operations

DIVISION: Academic Affairs (Alan Shawn Feinstein College of Continuing Education (ASF/CCE))

REPORTS TO: Director, Finance & Administration/ASFCCE

GRADE: 12

SUPERVISES: Senior janitor, janitors, senior maintenance technician, laborer, offset pressperson, mail/courier, security staff, scheduling officer and other support staff

BASIC FUNCTION:

Responsible for all aspects of ASF/CCE campus and Shepard Building facilities (273,000 sq.ft.), management and operations on and off campus. Overall responsibility for health, safety, security, and environmental issues, including accident procedures, disaster planning and preparedness.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage all campus facilities and services, including the maintenance and upkeep of interior and exterior physical plant; equipment and supplies procurement; storage and assignment; vehicle access and maintenance; courier service to main campus, other centers, banks, post office, etc.; printing services and recycling programs.

Coordinate all computing facilities, operations and training.

As relates to facilities and operations, maintain college purchasing system (office supplies, receiving and stores), including requisitions, receipt and allocation of purchases.

Maintain and monitor all service contracts for the Shepard Building including cleaning service, HVAC system, elevators, electrical, telecommunication, emergency generators, fire and security systems, etc.

Develop RFPs and negotiate rental fees for space outside Shepard Building for use by ASF/CCE.

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Chair Shepard Building Usage Committee and implement and oversee regulations established by this Committee.

Administer the ASF/CCE facilities/operations budget, as well as the State operations budget for the Shepard Building.

Coordinate and direct all scheduling of classes and events and related activities of scheduling officer and support staff.

Responsible for invoicing and collection of fees for Shepard Building rental by outside agencies.

Develop specifications, vendor selection and oversee remodeling and repair work throughout the Shepard Building.

Manage daily operation and maintenance of heating, air conditioning systems (HVAC).

Develop, implement, administer, modify programs to maintain physical plant, grounds and equipment of the building through effective utilization of personnel and materials.

Establish preventive maintenance schedules and priority repair and maintenance work to minimize disruption of operations.

OTHER DUTIES AND RESPONSIBILITIES:

Serve as College liaison with other URI divisions (e.g. Purchasing, Physical Plant); with other State agencies (e.g. Department of Children, Youth and Families, Rhode Island Department of Education, Department of Administration); and with external agencies and regulatory bodies (e.g. the Mayor's Office, Downcity Merchants Association, the Providence Police and Fire Departments).

Assist Dean in delivering college services to ASF/CCE's clients and to co-workers who directly serve them.

Participate in long range planning processes at the College, University and State levels.

Recommend changes in the overall organizational structure to the Dean and assist in implementing same.

Assume other activities and responsibilities from time to time as directed.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management, spreadsheet and computer-aided drafting software; audio-visual equipment including television studio and pictoretel equipment. Valid driver's license required.

ENVIRONMENTAL CONDITIONS:

This position requires 24-hour call back in cases of emergency and supervisory presence, when required, on all shifts. This position is subject to both inside and outside work and extreme cold and hot temperatures can be encountered in this position.

QUALIFICATIONS:

Bachelor's degree required. Minimum of three years of administrative, supervisory and facilities management experience required. Work experience in higher education preferred. This position requires that the incumbent possess the ability to communicate effectively verbally and in writing. Must be able to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports. Must have knowledge of blueprints, weight-bearing columns, boilers, carpentry, plumbing and electrical procedures among other construction details. Must possess strong interpersonal skills. Must be able to prepare and deliver oral presentations before small, medium and large groups of people. Incumbent must possess the ability to speak effectively before faculty and administrative staff members on assigned work and related subjects. This position involves travelling throughout the University and could on occasion require bending, reaching, ascending and descending ladders and stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting, feeling, talking, and hearing.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.