Assistant Director of Facilities Services

Definition of Class
This is a supervisory position in which the incumbent manages and oversees business and personnel functions including hiring, training, promoting, and terminating employees. The incumbent acts as liaison with University administrative departments. Incumbent is also responsible for ensuring compliance with University policies and procedures; overseeing Facilities Services personnel; and anticipating and resolving grievances, conflicts, complaints, and problems within the department. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Performs personnel functions including, but not limited, to hiring, training, and assisting support staff.

Supervises and coordinates the administrative staff work assignments and conducts performance evaluations.

May direct the efforts of one or more Facilities Services Department units.

Assists in the development and approval of the Facilities Management budget.

Screens applications ensuring qualifications are being met; discuss qualifications of applicants with supervisor; interviews; coordinates and manages personnel functions associated with the submission of personnel forms both electronic and hardcopy; and ensures compliance with University policies and procedures.

Confers with supervisors and determines promotions and reclassifications. Submits appropriate personnel form with justification for related action.

Acts as mediator with employees regarding grievances, personal issues, insubordination, and violations of work rules and policies.

Maintains, monitors, and troubleshoots both the Plant Maintenance (PM) Module and Material Management (MM) Module in SAP; reviews, approves, and transfers time entered by the time administrators for all Facilities Management employees; and generates and analyzes various reports for administrative use.

Stays abreast of University and Facilities Management policies and procedures and trains current and new employees on safety issues, supervisory skills, and other areas of concern.

Inspects shop sites, buildings, and facilities to ensure compliance with safety codes, rules, and regulations.

Visits and inspects accident sites; investigates accidents, gathers data for filing insurance and/or worker’s compensation claims; authorizes medical attention for all injury cases; and prepares accident reports and submits to appropriate agency or department.

Participates in new employee orientation sessions and offers assistance with adjusting to the new working environment.

Coordinates departmental preparation for campus football games and other functions.

Coordinates special projects as needed.

Conducts exit interviews with employees.
Acts as liaison with the Department of Human Resources and the Office of Equal Opportunity and Regulatory Compliance with regard to personnel matters.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages and oversees business and personnel functions for Facilities Management and assists with development and monitoring of the budget.
2. Ensures compliance with University and policies and procedures.
3. Anticipates and resolves employee conflicts, providing training as needed.
4. Prepares various reports and analysis denoting progress, adverse trends, and makes appropriate recommendations.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Human Resource Department in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit and talk and hear. The incumbent is periodically required to walk. Incumbent is occasionally required to use hands to finger, handle or feel objects, tools or controls.

**Experience/Educational Requirements:**

**Education:** Bachelor’s Degree from an accredited college or university in a related field.

**Experience:** Two (2) years of experience related to the above described duties.

**Substitution Statement:** Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called to an agency for an interview must notify the Human Resource Department in writing of any reasonable accommodation needed prior to the date of the interview.

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