JOB DESCRIPTION

Associate Director of Facilities Operations

Definition of Class
This is a supervisory position in which the incumbent assists the Director of Facilities Management Director in administering, and coordinating the activities related to the operation and maintenance of the University’s physical assets and facilities. The incumbent frequently exercises discretion and independent judgment.

Examples of Work Performed
Assists in directing and coordinating the daily activities of Facilities Operations to include the operation of systems to include heating, cooling, power, ventilation, water supply, refuse disposal, wastewater disposal, pedestrian and vehicle traffic patterns, security, fire protection, vehicle parking, and maintenance of grounds and facilities.

Monitors, coordinates, and evaluates daily operations of the various units of Facilities Operations to ensure timely and efficient completion of scheduled projects.

Visits and inspects University facilities and meets with customers to ensure that problems or complaints are addressed and corrected appropriately and expediently.

Evaluates proposed policies and procedures; serves as an advisor to University officials, offering information relevant to the planning of departmental activities.

Analyzes departmental financial records and reports, and recommends proper administrative action.

Reviews departmental personnel functions to ensure proper administration.

Provides direct supervision of subordinate staff: coordinating workflow and conducting of performance evaluations.

Performs other related or similar duties as required or assigned by the director.

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

1. Assummes the responsibilities and duties of the Director in his/her absence.


3. Reviews proposed policies and procedures; and serves as an advisor to University officials.

4. Participates in the administration of the department’s personnel and financial functions.

5. Provides direct supervision of subordinate staff.
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 Department of Human Resources 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 and color 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. Occasionally walk or stand; use hand to finger, handle or feel objects, tools, or controls; and move light objects and materials.

Experience/Educational Requirements:

- **Education:** A Bachelor's Degree in related field from an accredited college or university.

  AND

- **Experience:** Five (5) years of experience related to the above described duties.

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

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

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