Definition of Class
This is a professional supervisory position in which the incumbent exercises discretion and independent judgment in practicing facilities and business management by directing and supervising the maintenance and custodial duties of the residence halls; oversees departmental budget.

Examples of Work Performed
Represents the department to other University offices/departments and outside agencies in all aspects of facilities and budget management and serves as the spokesperson for residential facilities.

- Assists in revising Student Housing and Residence Life operation manuals. Assists in the planning and policy formation for the Department of Student Housing.
- Develops and implements short- and long-range plans to improve the physical environment of residential facilities; identifies, schedules, and monitors capital repair projects and purchase of new furnishings and equipment as well as, overseeing inventory of said furnishings and equipment.
- Assists the Director with the development and management of the office expenditures to include capital repair and maintenance/custodial costs, professional and student employment expenditures.
- Maintains, explains, and forecasts revenue and expenses as requested for departmental, university, and College Board approval.
- Establishes and forecasts bond issues and expenditures associated with new construction/renovation as well as, the planning, development, and supervision of the construction itself.
- Plans and implements various types of technology as needed to supply residential students with a safer environment as well as improve departmental processes.
- Assists in the selection of professional staff members for positions in residence Student Housing and Residence Life.
- Meets with constituents of the University and community to design safety programs and procedures. Writes safety policies and procedures. Coordinates and schedules fire drills. Trains staff on safety procedures.
- Maintains effective liaison with the Physical Plant Department.
- Manages the resolution of Physical Plant crisis in the residence halls and apartment.
- Performs similar or related duties as assigned or required.

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. Assists in the overall management and coordination of activities in the Department of Student Housing and Residence Life.
2. Supervises custodial and maintenance staff.
3. Manages and oversees repair, maintenance, renovation, and cleaning operations in residence halls, apartments, and the
warehouse facility.

4. Develops and implements energy conservation measures in the residence halls and apartment buildings.

5. Maintains appropriate records and maintain reports.

6. Takes leadership with the Director in the development, review, and management of budget.

7. Train residence hall staff to perform duties related to facilities management and provides ongoing support to these staff members as their concerns relate to the physical environment.

8. Oversees residence hall security system including card access.

9. Assists in the development of response programs and procedures with the Associate Director of Residence Life.

10. Takes leadership with the Director in the development, review, and management of budget.

**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 25 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 stand; walk; sit; and talk and hear. The incumbent is occasionally required to use hands to finger, handle or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
Master’s degree from an accredited college or university in Higher Education, Business Administration, Management, or a related field.

**Experience:**
Three (3) 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 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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