POSITION DESCRIPTION

Assistant Director of Facilities-Construction and Renovation

**Definition of Class**
This is a supervisory position in which the incumbent oversees the activities of all in-house construction and renovation projects. and serves as liaison with University Administrative departments in assessing needs. The incumbent exercises discretion and independent judgment in managing facilities of the University in the areas of concrete, masonry, road and roof repair and replacement, heavy equipment operation, and heavy mechanical equipment moves and installations. Incumbent reports to the Associate Director of Facilities Operations.

**Examples of Work Performed**
Manages and oversees the activities of the construction and maintenance sections engaged in providing repair and renovation services to campus buildings and grounds.

Plans and schedules work to appropriate personnel ensuring proper distribution of assignments and adequate staffing, space, and facilities for subsequent performance. Reviews work order status to determine project length and cost analysis.

Meets with supervisory and management personnel to discuss project needs and requirements and makes determinations regarding materials, specifications, scheduling and staffing required to perform tasks.

Coordinates special non-construction projects to include, but not limited to, commencement activities and sporting event preparation as required.

Attends planning committee meetings to assess construction needs, timelines, and contractors and suppliers. Designs and develops projects; meets with users; consults with interior designer and architect, and overseeing drafting of plans.

Prepares job specifications for job quotes and bid files for contract work on campus.

Serves as a liaison between outside contractors and the University and conducts inspections of projects upon completion of work for conformance to specifications and requirements. Approves invoice payments.

Prepares reports and analyses setting forth progress, adverse trends, and appropriate recommendations or conclusions.

Provides supervision and guidance to reporting personnel. Recommends various personnel actions including, hiring, merit recommendations, promotions, transfers, and vacation schedules.

Oversees in-house renovation/remodeling projects. Conducts inspections of completed work.

Represents the department in planning and organizing “outside” contractor work.

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. Schedules and manages remodeling/renovation projects and maintenance requests. Estimates costs and requisitions materials for projects.
2. Oversees shop activities and construction crews.

3. Serves as a liaison between outside contractor and university and conducts inspections of projects upon completion of work for conformance to specifications and requirements.

4. Meets with Senior Management to discuss remodeling/renovation projects.

5. Prepares reports and analyses for Senior Management setting forth progress, adverse trends and appropriate recommendations or conclusions.

**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 50 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 regularly required to walk; and occasionally required to stand; sit; use hands to finger, handle or feel objects, tools or controls; climb or balance; stoop, kneel, crouch or crawl; and reach with hands and arms.

**Experience/Educational Requirements:**

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

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

- **Licensure:** Must possess a valid driver’s license.

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

**Background Check Requirements**

This position requires a background check upon hire.

**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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