JOB DESCRIPTION

Assistant Director of Facilities – Engineering Services

Definition of Class
This is a supervisory position in which the incumbent manages and oversees the planning, implementation, and coordination of activities of the Engineering Services Group. This position provides engineering related direction and administrative guidance in the areas of water treatment and domestic water systems, coordinates environmental functions, serves as liaison to regulatory agencies, and ensures the University maintains environmental compliance.

Examples of Work Performed
Manages and oversees the planning, implementation, and coordination of activities of the Engineering Services Group including, wastewater, water systems, service station, general services, and special services.

Assists in the development of budgets, operational policies, and short and long range planning.

Ensures compliance of the water treatment and domestic water systems with state and federal regulations.

Monitors performance of the wastewater treatment plant and adjusts processes as necessary.

Manages domestic water production and distribution.

Manages wastewater collection and treatment.

Prepares cost estimates; projects expenditures; develops rate schedules and assists in the preparation of budgets relating to the water and wastewater utilities.

Coordinates asbestos abatement projects.

Monitors and documents the removal of asbestos.

Prepares reports, estimates, and operating procedures as required.

Prepares plans and specifications and coordinates and monitors building renovation and construction projects.

Recommends various personnel actions including, hiring, merit recommendations, promotions, transfers, and vacation schedules. Counsels with insubordinate employees and makes recommendations for appropriate action.

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

Coordinates special projects as needed.

Ensures the University maintains environmental compliance.

Serves as liaison to regulatory agencies and A/E firms.

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. Manages and oversees activities of Engineering Services Group
2. Prepares plans, cost estimates, specifications, project expenditures, and budgets.
3. Serves as liaison to regulatory agencies and A/E firms.
4. Ensures the University maintains environmental compliance.

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 periodically required to talk and hear. The incumbent is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university in Engineering or a related field.

AND

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

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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