Assistant Director Facility Management - Athletics

Definition of Class
This is a supervisory position in which the incumbent oversees the maintenance of all athletic buildings and venues. The incumbent monitors the condition of athletic facilities and venues and determines the need for maintenance and/or repairs. Monitors and tracks the progress of all new capital construction projects. Position reports to the Associate Athletic Director for Facilities.

Examples of Work Performed
Coordinates and manages personnel providing maintenance and repair of athletic facilities and venues.

Determines the priority of and personnel required for work assignments to maintain and repair athletic facilities and venues.

Tracks progress and completion of work-orders submitted for maintenance and repair athletic facilities and venues.

Performs regular inspections of venues and facilities to determine the need of maintenance or repairs.

Coordinates the performance and documentation of preventative routine maintenance at athletic facilities and venues.

Determines who is approved for possession of keys/access control cards for entry into athletic facilities.

Controls distribution of key/access control cards for all facilities.

Coordinates and tracks progress of capital construction projects.

Recommends and participates in the preparation of facility upgrades.

Coordinates bid openings and review bids for facility maintenance and repairs.

Maintains expenditures for maintenance and repairs within an annual approved budget.

Reviews and approves invoices for facility maintenance and repairs.

Develops a comprehensive facility improvement plan annually.

Provides daily direction and guidance for maintenance personnel and conducts performance reviews annually.

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. Monitors the condition of athletic facilities and venues and determines the need for maintenance and repairs.

2. Directs the daily activities of maintenance personnel.
3. Monitors and tracks progress of all capital construction projects
4. Assists in annual budget process for facility maintenance and facility upgrades.

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 periodically 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; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education: Bachelor’s Degree from an accredited college or university.

AND

Experience: Two (2) 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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