Facilities Manager - Advanced Education Center

**Definition of Class**
This is a supervisory position in which the incumbent learns all operating systems of the Tupelo based Advanced Education Center (AEC) except for computers and compressed video. The incumbent exercises discretion and independent judgment to ensure that all mechanical operating systems function properly; oversee the operation of equipment deliveries; and the upkeep of the AEC facility. The incumbent decides when the Oxford based Physical Plant Department is consulted to deal with an AEC facility problem.

**Examples of Work Performed**
- Stays abreast of all AEC facility operation procedures and systems technical manual.
- Ensures that the facilities lighting, cooling, and heating function properly. Monitors room specific temperatures.
- Ensures building and adjacent grounds are clean and safe.
- Ensures that buildings are set-up for classes and meetings.
- Ensures that all security, doors, fire alarms, and plumbing function properly.
- Troubleshoots, repairs, and/or consults the Oxford based PPD with AEC facility problems.
- Prepares work orders for University Physical Plant Department (PPD) and supervises repairs.
- Monitors mechanical operating systems on a regular basis and conducts periodic maintenance checks.
- Coordinates facility operations including opening and shutdown; all shipping and receiving including High-Tech equipment.
- Coordinates public events that are held within the facilities such as setting-up and making necessary arrangements.
- Works with Executive Director of AEC on facility related issues. Confers with the Executive Director on repair needs.
- Supervises and oversees the work of the maintenance staff.
- Supervises storage of excess furniture and equipment.
- Supervises and assists in the maintenance and minor repair of water leaks, painting, and ceiling tile replacement.
- Acts as liaison with Itawamba Community College regarding the maintenance of the grounds.
- Acts as liaison with the City of Tupelo relating to garbage pick-ups and security issues (police patrol after hours).
- On call 24-hrs a day.
- 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. Ensures that all mechanical operating systems of the Tupelo AEC function properly.
2. Serves as AEC building mayor and operations supervisor.
3. Supervises and oversees the work of the maintenance staff.
4. Acts as liaison with the Oxford based PPD, Itawamba Community College, and the City of Tupelo.
5. On call 24-hrs a day.

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

**Experience/Educational Requirements:**

**Education:**
Associate’s Degree from an accredited two-year college or university.

AND

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

AND

**Licensure:**
Incumbent must have a valid Mississippi Driver’s License.

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

**Background Check Requirements**
This position requires a background check upon hire.

**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.

Rev. 04/08/2015