

Director, Facilities Services  
The University of St. Thomas

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<b>Job Title</b>	Director, Facilities Services
<b>Department</b>	
<b>Institution</b>	The University of St. Thomas St. Paul, Minnesota
<b>Date Posted</b>	Jun. 28, 2018
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Facilities Operations
<b>Apply Online Here</b>	<a href="https://staffemployment-stthomas.icims.com/jobs/3514/director%2c-facilities-services/job?in_iframe=1">https://staffemployment-stthomas.icims.com/jobs/3514/director%2c-facilities-services/job?in_iframe=1</a>
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<b>Job Description</b>	

## OVERVIEW

The University of St. Thomas invites qualified candidates to apply for a Director, Facilities Services within the Facilities Management Department.

Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good. A successful candidate will possess a commitment to the ideals of this mission statement.

## JOIN OUR COMMUNITY

The University of St. Thomas offers a competitive and comprehensive benefits program, which

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includes:

Up to 100% tuition remission for employees, spouses, and dependents upon eligibility

A generous Employer retirement contribution of 9.4% of annual salary upon eligibility

Medical, dental, and vision options

Employer-paid disability, life, and AD&D benefits

### JOB SUMMARY

The Director of Facilities Services serves as a key leader in Facilities Management. This position plans, organizes and manages the service related divisions of Facilities Management including Custodial Services, Central Receiving & Moving Services and Recycling & Waste Management. Requirements of this position includes, but not limited to budget preparation and management; equipment/materials selection and procurement; development of work standards; development, revisions and execution of university and/or department policy and procedures; proper execution of collective bargaining agreement; development and implementation of employee on-boarding and training program; management of employee recognition and progressive discipline processes; and lead facilities related event support functions.

Position requires exceptional teamwork with an emphasis on visioning, leadership, quality, productivity, establishing standards, goal attainment, and development of a high-performing workforce that is valued and recognized for achievements.

### ESSENTIAL FUNCTIONS

Plans, organizes, administers, reviews and evaluates the work custodial staff through supervisors. Conducts performance assessments for supervisors and reviews performance assessments for all facilities services division staff. Provides oversight so that work is completed in a safe manner as required by OSHA and other regulatory agencies.

Determines training needs and work with supervisors to develop training programs. Actively manages a quality control program with a focus on continuous improvement. Researches, develops and implements policies, procedures and work standards to ensure quality and completeness of work performed. Develops and implements improvements work standards changes as appropriate. Coordinates staffing requirements based on university demands. Reviews and approves overtime postings, open position posting, and employees light duty tasks for work restrictions Reviews leave requests, time cards and directs the maintenance of attendance records. Supervises the interviewing, hiring, onboarding and training of new staff.

Manages event set-ups with both internal and external groups. Develops and manages information flow to ensure that staff has all information and tools required to perform their function. Follows up on

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issues to resolve to customers satisfaction and reports success when appropriate. Coordinates directly with Campus Scheduling Services and Conference and Event Services. Participates in weekly St. Paul Operations Group meetings and communicates to supervisor's upcoming events and challenges. Participates in the budgeting process by identifying both short and long-term needs for capital improvement projects, capital equipment purchases, contracted maintenance requirements, regulatory testing requirements, deferred maintenance projects, and general operations. Reviews and manages of operations budget for the service divisions and communicates issues and opportunities to the AVP for Facilities Management.

Oversees the procurement process for contacted services (trash, recycling, pest control, etc.) and purchases within the guidelines of university policies and procedures. Confirms that the work is complete prior to processing invoices. Researches, selects, recommends and purchases of necessary equipment and materials. Monitors developments in equipment, materials and procedures facilities services operations. Manages owned equipment required by facilities services and directs maintenance/repairs and maintains a replacement schedule for budgeting purposes.

Provides leadership to the recycling operations to ensure the program operates efficiently and appropriate records are kept to report the success in sustainability efforts as it relates to recycling. Works toward the goal of diverting as much as economical feasible from the UST waste stream in the most efficient way possible

Provides leadership to the Central Receiving and Moving Services. Ensures process are in place to inspect, record, and deliver all central receiving deliveries to the correct recipient in a timely basis and within budgetary and staffing guidelines. Coordinates move requests

Other duties as assigned.

## QUALIFICATIONS

### Minimum Qualifications

Bachelor's degree and seven (7) years of equivalent experiences or twelve (12) years of equivalent experience without a Bachelor's degree.

At least five (5) years of progressive leadership experience within a commercial/institutional facilities management or custodial management environment.

Demonstrated leadership of a large and diverse workforce.

Prior experience as the primary point-of-contact within a higher education setting for custodial services is preferred.

Experience working with employees covered by a collective bargaining agreement.

## SPECIAL INSTRUCTIONS FOR CANDIDATES

## HOW TO APPLY



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On the University of St. Thomas Jobs page, follow the instructions to complete an online application which includes uploading a resume and copy/pasting a job specific cover letter.

The University of St. Thomas, Minnesota Human Resources Department advertises the official job listing on its website at [www.stthomas.edu/jobs](http://www.stthomas.edu/jobs).

The University of St. Thomas is an Equal Opportunity Employer

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**