

Assistant Director  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=238349>

Downloaded On: Jun. 30, 2024 10:29am

Posted Jun. 28, 2024, set to expire Oct. 28, 2024

**Job Title** Assistant Director

**Department**

**Institution** Stevens Institute of Technology  
Hoboken, New Jersey

**Date Posted** Jun. 28, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Facilities Operations  
Facilities Operations

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director\\_RQ28161](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Director_RQ28161)

**Apply By Email**

**Job Description**

## Job Description

### Assistant Director Duties & Responsibilities

Reporting to the Assistant Vice President for Facilities & Campus Operations, the Assistant Director provides overall facilities maintenance guidance and direction to Stevens Facilities staff and outside contractors regarding the proper maintenance of buildings and systems of the Stevens campus buildings and grounds, as well as guiding system designs for renovation projects

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## Job Description

This position has managerial oversight of multiple buildings and grounds located on the Stevens campus. The Assistant Director has the overall responsibility for overseeing the implementation of policies, procedures and programs that will assure well-managed, well-maintained buildings and facilities, placing maximum emphasis on leading a staff in the positive response to the concerns and needs of the campus community, environmental health and safety, and quality assurance programs, in coordination and conjunction with the goals and objectives of the University.

The position is the primary liaison with the university end-users and leads staff in the coordination of facilities maintenance services and activities, vendor management, and workforce required for current and future needs of the campus facilities and operations.

This position also coordinates with the Design & Construction staff to ensure that engineering designs for renovation projects are consistent with the existing campus infrastructure and development strategies.

## Essential functions and responsibilities:

- Oversee daily operations of campus buildings and grounds, ensuring that all services are effectively delivered and all facility needs are met including custodial, life-safety, MEP systems, overall general and grounds maintenance. Ensure that staff implement and provide these services in a manner consistent with Stevens policies and department protocols.
- Manage service contracts in a cost-effective manner that assures timely and quality delivery of services. Responsible for all aspects of service delivery pursuant to these contracts, responsible for periodic and ongoing performance and financial review, conducting RFPs, and assuring payments and invoicing match contract pricing. Compliance with audit and finance control systems to ensure statutory, policy and contractual commitments are met.
- Lead the in-house facility management team in the supervision of maintenance programs relating to the interior and exterior conditions and appearance and operation of the facilities.
- Ensure that facility management staff consistently provides positive and prompt responses to requests from all clients and building end-users/occupants.

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- Prepare and deliver consolidated work order reporting and reviews (monthly and/or quarterly) to the AVP for Facilities & Campus Operations
- Manage the operation to the annual facilities maintenance budget. Assist in developing and explaining the annual facility maintenance budget as needed in preparation of quarterly forecasts, and business plans.
- Assist in development of capital budgets for the property. This includes contributions towards a five to ten-year plan of maintenance, facility improvement and cost reduction initiatives.
- Coordinate the collection, analysis, and reporting by the facility management team of statistical data and analysis to provide accurate and current assessment of facility management objectives, work order productivity, cost savings and improvements. Review work order metrics and system to identify service gaps and recurring issues and provide corrective actions.
- Makes routine periodic tours of the interior/exterior of the campus to identify and document findings on building inspection forms, as needed.
- Approve all positions and direct the hiring, training, and motivational activities of the facility management staff. Responsible for effective and proactive employee relations with all site staff. Conduct and approve all performance evaluations of facility management staff.
- Manage and drive customer focus within all areas of operational activities and ensure that effective relationships are maintained with key division contacts.
- Drive innovation through the development of best practices, operational and service efficiency as well as the identification of industry trends and tools that would contribute to our operational excellence goals
- Participate in Environmental Health & Safety programs and initiatives, as well as periodic review and audits.
- Participate in Emergency Management Team meetings for events that impact campus

infrastructure and operations.

- Work closely with the Design & Construction staff to ensure that designs being prepared by

engineering consultants are consistent with our overall campus operation, existing infrastructure, and strategies being developed for campus-wide infrastructure development.

### Key Competencies

- Strong mechanical and electrical infrastructure background, specifically relating to HVAC, electrical, plumbing, fire systems, and Data Center operations.
- Communication Proficiency (oral and written) Technical Proficiency, Problem Solving/Analysis Customer Focus Financial Management, Leadership, Relationship Management, Team

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Orientation, Vendor Management and Multi-Tasking.

**Education requirements:**

- Bachelor's degree in Engineering, Facilities Management or a related discipline is required.

**Required experience:**

- Minimum of 7-10 years of facility management experience with at least 3 years at the level of Facility Manager with a strong focus on infrastructure design & construction.
- Experience in construction, engineering and all facets of property operation and building management.
- Experience with human resource and performance management processes
- Experience managing Union staff and labor agreements
- Experience with critical system environments preferred.
- CMMS/Work Order Management experience required.

**Additional eligibility qualifications:**

- Certified Facility Manager (CFM), International Facilities Management Association (IFMA), industry certifications or other Engineering, Business or technical training or certifications preferred.
- Proficient in understanding service maintenance agreements and contract language
- Ability to read and understand construction specifications, blueprints, and single line diagrams.
- Skilled in Building Management Systems maintenance and monitoring
- Excellent computer and systems knowledge; Strong literacy in Microsoft Office Suite (MS Word, Excel, PowerPoint)
- Strong discipline of fiscal management including tracking operating budgets



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**Department**

Physical Plant and Business Service Operations

**General Submission Guidelines:**

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

**Still Have Questions?**

If you have any questions regarding your application, please contact [Jobs@Stevens.edu](mailto:Jobs@Stevens.edu).

**EEO Statement:**

Stevens Institute of Technology is an Equal Opportunity Employer. Accordingly, Stevens adheres to an employment policy that prohibits discriminatory practices or harassment against candidates or employees based on legally impermissible factor(s) including, but not necessarily limited to, race, color, religion, creed, sex, national origin, nationality, citizenship status, age, ancestry, marital or domestic partnership or civil union status, familial status, affectional or sexual orientation, gender identity or expression, atypical cellular or blood trait, genetic information, pregnancy or pregnancy-related medical conditions, disability, or any protected military or veteran status.

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Stevens is building a diverse faculty, staff, and student body and strongly encourages applications from people of all backgrounds. Stevens is a federal contractor under the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) and the Rehabilitation Act of 1973, as well as other federal statutes.

**NSF ADVANCE Institution** Stevens values diversity and seeks candidates who will contribute to a welcoming and inclusive environment for students, faculty, and staff of all backgrounds. We are an NSF ADVANCE institution committed to equitable practices and policies and strongly encourage applications from women, racial and ethnic minority candidates, veterans, and individuals with disabilities.

### Contact Information

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

### Contact