

Director of Facilities and Maintenance
Tufts University

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| Job Title | Director of Facilities and Maintenance |
| Department | Operations Division |
| Institution | Tufts University Medford, Massachusetts |
| Date Posted | Jan. 22, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Director/Manager |
| Academic Field(s) | Facilities Operations |
| Job Website | https://jobs.tufts.edu/jobs/21320?lang=en-us&iis=Job+Board&iisn=AcademicKeys |
| Apply By Email | |
| Job Description | |

Overview

The Operations Division at Tufts includes facilities, design and construction, campus and capital renewal planning, real estate, campus safety, dining, auxiliary services, and other related services on multiple campuses across 5.8 million square feet in 250 buildings. Operations services four campuses in Massachusetts: the main campus in Medford/Somerville, the health sciences and SMFA campuses in Boston and the veterinary school campus in Grafton. The Operations Division supports Tufts University's mission in teaching, research, and clinics by providing stewardship, recommendations, services and advice in its primary areas of obligation: optimizing use of space and real estate, strategic and responsible management of the built environment, creating a secure campus environment and infrastructure, promoting best-in-class sustainability practices and policies, and creating exceptional community experiences that enhance Tufts' reputation and brand. The Facilities Management Department employs approximately 150 staff members including a unionized trades, grounds, labor force with outsourced custodial services. The annual operating budget is \$120M, including \$60M in

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capital renewal.

What You'll Do

Reporting to the Executive Director of Facilities Management, the Director of Facilities and Maintenance is a senior leadership role responsible for the comprehensive planning, management, and oversight of the physical infrastructure, maintenance operations, and university facilities across multiple campuses and schools. This role ensures all university facilities operate efficiently, remain well-maintained, and align with the institution's academic mission, strategic goals, and sustainability commitments. The Director will oversee facilities teams on the three university campuses (Medford/Somerville, Boston/SFMA, Grafton) and maintenance planning, while collaborating with internal and external stakeholders to deliver high-quality, efficient facilities management and infrastructure solutions. The position requires a proactive leader who can balance long-term planning with day-to-day operational needs while fostering an inclusive, safe, and productive environment for students, faculty, staff, and visitors.

What We're Looking For

Basic Requirements:

Knowledge and experience typically acquired by:

- Bachelor's degree in Facilities Management, Engineering, Architecture, or a related field and 10+ years of experience.
- Minimum of 7 years' experience of progressive leadership in directing/managing a cross-functional team.
- High level of skill in communicating, interacting, and building relationships with internal/external stakeholders with an understanding of impact on the larger organization to build excellent customer service.
- Knowledge of facilities support and operations in maintenance, repairs, and emergencies.
- Demonstrated knowledge of and experience managing building trades (HVAC, plumbing, electrical).
- Ability to work in a fast-paced environment and prioritize tasks and responsibilities.

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- Must possess highly developed interpersonal skills, diplomacy and sensitivity, and the ability to exercise considerable judgment and discretion in establishing, building, and maintaining effective working relationships with administrators, faculty, staff, vendors, contractors, and other stakeholders.
- Demonstrated ability, and commitment to work effectively in a culturally diverse and inclusive environment and to value and respect different perspectives.
- Ability to communicate ideas clearly, both verbally, graphically, and in writing.
- Excellent knowledge. Proficiency, and experience with computerized maintenance management systems, energy management, and typical software required for the position.

Preferred Qualifications:

- Professional related licenses and/or certifications.
- Advanced/Master's degree in related field.
- Experience working at a higher educational institution and/or non-profits, or a private firm serving institutional clients.
- Experience managing a team of staff members, both internal and external consultants and working on multiple projects in differing stages at one time.
- Understanding of design, construction, project management, planning, operations, maintenance, and contract analysis/evaluation.

Special Work Schedule Requirements:

- This job involves responsibilities that are performed in an on-site working environment.

Pay Range

Minimum \$152,050.00, Midpoint \$190,050.00, Maximum \$228,050.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.



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Contact Information

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

Contact

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