

Assistant Director Facilities - Boston Campus
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=252877>

Downloaded On: Aug. 25, 2025 6:55pm

Posted Feb. 10, 2025, set to expire Dec. 31, 2025

Job Title	Assistant Director Facilities - Boston Campus
Department	Operations Division
Institution	Tufts University Boston, Massachusetts
Date Posted	Feb. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Facilities Operations
Job Website	https://jobs.tufts.edu/jobs/21378?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

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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 capital renewal.

What You'll Do

Reporting to the Director of Facilities, Boston, the Assistant Director of Facilities is responsible for daily operations, maintenance, and management of the Facilities team. This role supports the director in planning, organizing, and executing strategies to ensure the safe, efficient, and cost-effective operation of physical assets. The Assistant Director will supervise staff, coordinate repairs and maintenance, manage budgets, ensure compliance with regulations, and contribute to long-term infrastructure planning. The position collaborates with internal and external stakeholders to enhance operational excellence and maintain high standards for building functionality, as well as maintaining the aesthetic quality of the campus. The Assistant Director is expected to build and maintain solid relationships; the steward and first line of contact for key building constituents including deans, faculty administrators and students while providing ongoing and meaningful communications with the stakeholders. The Assistant Director is expected to be a key liaison with project managers and project manager leadership on capital projects and to collaborate proactively with operations control center for planning and dispatch functions to ensure the proper execution of all work-order requests, building emergencies and discretionary maintenance projects

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What We're Looking For

Basic Requirements:

- Knowledge and skills as typically acquired through completion of a bachelor's degree in a related field with 10+ years of experience or equivalent combination of work experience and training, including trade licenses.
- Experience in facilities management including comprehensive knowledge of buildings and equipment with ability to foresee problems, implement solutions, and complete ordinary repairs in a timely manner
- Demonstrated knowledge of building trades including plumbing, electrical, HVAC, and carpentry and with building automation/energy management systems.
- Knowledge of applicable codes and regulations related to facilities, commercial/residential facilities in a University setting, and building system operations.
- Planning, fiscal, and forecasting experience with an understanding of how to manage costs while providing the best care for facilities
- Strong interpersonal and communication skills to foster effective working relationships at all levels.
- 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.
- Microsoft Outlook Office, Maximo or other work order management system, CAD and or Revit, Microsoft Project, JCI Metasys.

Preferred Qualifications:

- Professional-related licenses and/or certifications
- Managing a Union environment and working with collective bargaining agreements. Experience working at a higher educational institution and/or non-profits, or a private firm serving institutional clients.
- Experience managing a research and development facilities or health sciences campus, particularly experience with BL-2 and 3 lab environments

Pay Range

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Minimum \$103,950.00, Midpoint \$129,950.00, Maximum \$156,000.00

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

Contact Information

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

Contact

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