

Assistant Vice President for Facilities  
Stevens Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=269458>

Downloaded On: Dec. 16, 2025 2:06pm

Posted Dec. 15, 2025, set to expire Jul. 25, 2026

**Job Title** Assistant Vice President for Facilities

**Department** Facilities

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

**Date Posted** Dec. 15, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Other Administrative Categories  
Senior Executive Officer

**Academic Field(s)** Facilities Operations

**Job Website** [https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Vice-President-for-Facilities\\_RQ29753](https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Assistant-Vice-President-for-Facilities_RQ29753)

**Apply By Email**

**Job Description**

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Stevens Institute of Technology invites nominations and applications for the position of Assistant Vice President for Facilities. Reporting to the Vice President for Facilities & Campus Operations, the Assistant Vice President will be a strategic and dynamic leader who will manage the operation of the Physical Plant, Campus Infrastructure, and Business Service departments.? Additionally, the Assistant Vice President will assist the Vice President for Facilities and Campus Operations with the management of the capital program design and construction functions as needed.

Working collaboratively with the Vice President, the Assistant Vice President will create and execute a

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comprehensive plan to continuously improve and integrate where needed the department's CMMS system, Building Management Systems, and building control elements.? The Assistant Vice President will also oversee the Energy Management System and strategies for the purchase and use of all campus utilities. Overseeing the Business Services department, evaluate the mail and receiving operations. In addition, the Assistant Vice President will work closely with the Director of Sustainability and Transportation and Director of Design & Construction on sustainability and energy strategies for the campus, including the maintenance, operation and expansion of the Electric Vehicle Charging network. Further, the Assistant Vice President will be responsible for maintaining an attractive, welcoming, and safe campus environment, and will serve in a leadership role of all aspects of the division in the Vice President's absence. The Assistant Vice President will also be included in the rotating Manager On Call schedule.

### **Background on Stevens:**

Stevens has successfully completed its 10-year strategic plan, [\*The Future. Ours to Create.\*](#), and has now embarked on *STEVENS 2032: INSPIRED BY HUMANITY, POWERED BY TECHNOLOGY* the University will continue its ascent to become a national and global leader in technology-centric education and research through a commitment to being Inspired by Humanity, Powered by Technology. The Assistant Vice President will lead facilities operations so that the Vice President can focus on working with the university community, architects, and the local community in creating a vision for the university while embarking upon the institution's master plan.?

Responsible for the overall management and supervision of the campus facilities department. Provide leadership of direct reports who are responsible for all activities of the operations, maintenance, and repair functions of the physical plant, including:

- Maintenance and Operations Trades
- Engineering including chiller plant operations, fire alarm, sprinkler/standpipe, fire safety, chemical treatment
- Plumbing including domestic hot and cold water and laboratory waste, gas, air and vacuum systems and RO/DI systems.

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- Electrical Systems including normal (120 v through 4160 v) and emergency power (including generators, fuel oil systems, ATS's, monitoring, etc.), LED lighting
- Heating Ventilation and Air Conditioning including automated controls, air handler and filter maintenance, pneumatic air systems (including controls and compressors), steam stations, refrigeration, etc.
- Carpentry and Painting including door maintenance (including automated doors), minor construction, sheetrock, ceiling installation, painting/wall preparation, fire smoke stopping, tile, block, and roof repair.
- Grounds and Landscaping including landscaping, gardening installation and maintenance, snow removal, as well as all general maintenance tasks (moving, deliveries, garbage removal, event setups, and knockdowns, etc.)
- Lock Shop, maintaining keying and card access systems campus-wide.
- Fleet Vehicle Maintenance, including repairs and maintenance of all Facilities & Operations vehicles for safe, reliable operations.
- Support/Contracting: Maintains outside maintenance agreements including, and retains and supervises outside contractors and engineering consultants, implements maintenance requests from clients, other maintenance supervisors, and project managers
- Bargaining Unit Relations: Directs day-to-day efforts on union shop staff

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- Support Capital Projects Design and Construction Leadership
- Assist the Vice President in overseeing capital projects to ensure that all projects and programs are delivered within the defined scope, quality, time, and budget.?
- Assist the Vice President with selection of architects, engineering consultants, and construction management firms, meeting with users to program space, and managing bidding process for contractor engagement.
- Business Services/Post Office mail and receiving operations
- Administration: All support services for departments including stockroom, accounts payable/receivable, work order systems, dispatch, etc.

**Direct Reports:**

- Assistant Director, Physical Plant
- Assistant Director, Campus Infrastructure and Engineering
- Business Services Manager
- Housekeeper

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*Total span of control includes 60+ FTEs.*

**Principal Responsibilities:**

Customer satisfaction is paramount.? Responsible for the action and work of 3-5 managers, bargaining unit foremen, engineers, and mechanics for all facilities departments to create/maintain a best-in-class facilities maintenance and operations department.? Demonstrates knowledge of the organization's Service Standards and incorporates them into the performance of duties. Establishes work hours of employees to provide adequate campus coverage seven (7) days per week. Responsible for departmental budgets. Manages in-house capital infrastructure projects either alone or with support staff to more broad projects encompassing multiple trades. Prepares reports and maintains appropriate records, including key performance indicators. Assists in planning, training and development of the staff to be able to address current problems and anticipated future issues. Participates in departmental work planning and goal setting for the coordination of short-term work efforts and long-term capital improvement projects. Develops, maintains and takes a leadership position in authorities having jurisdiction compliance and inspections, environment of care committees, utility plants, and work groups including maintenance requirements and efforts. Develops and manages annual budget for facilities operations.? Assists the VP as required in the management of capital projects and other division responsibilities.

**Minimum Qualifications:**

- BS in Mechanical or Electrical Engineering or related discipline; advanced degree, such as MBA and professional certification preferred.
- 10 years of facilities management experience in higher education. Candidates who also have corporate or hospital facilities management experience are preferred.
- 10 years of experience in campus/other 24x7 environment.
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Must have knowledge of Computer-based Maintenance Management Systems, Building Management Systems, and at least five years of bargaining unit supervision and negotiation experience; management/supervision in a union shop environment is required.

- Experience with the use of AI to gain time and spending efficiencies highly preferred.
- In addition, must possess the ability to function in stressful situations and respond to emergency conditions.

**Preferred Qualifications:**

Familiarity with all types of mechanical, electrical, plumbing systems, energy conservation programs, and utility distribution systems.

**Location:**

This position is largely on campus and oftentimes requires coming to campus during exigencies.

**Working Conditions/Physical Demands:**

Adheres to departmental and University guidelines concerning safety, rules of conduct, etc.?Maintains a professional demeanor and appearance.

**Department**

Division of Facilities and Campus Operations

**Compensation Range**

In compliance with the New Jersey Wage Transparency Act, the annual base salary range for this position is \$180,200.00 - \$252,266.67. This range represents the University's good faith estimate of possible compensation at the time of posting. Stevens Institute of Technology determines compensation based on factors including the position's scope and responsibilities, the candidate's experience, education, skills, internal equity, market data, and organizational considerations. The final

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salary will be set considering departmental budget, qualifications, and relevant credentials. This pay range represents base pay only and excludes additional forms of compensation, such as incentives, stipends, or other applicable pay components. For a full overview of our benefits offerings, please refer to the Stevens Institute of Technology Benefits Guidebook, available at:

[Benefits Guidebook](#)

### **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.

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

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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.

**Jeanne Clery Disclosure:**

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report which includes statistics mandated by the Clery Act. Click [here](#) for a copy of this report.

**Contact Information**

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

**Contact**

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