

Assistant Vice President of Facilities, HVAC and  
Environmental, Health and Safety  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=228699>

Downloaded On: May. 9, 2024 2:13am

Posted Jan. 11, 2024, set to expire May 12, 2024

<b>Job Title</b>	Assistant Vice President of Facilities, HVAC and Environmental, Health and Safety
<b>Department</b>	
<b>Institution</b>	Kean University Union, New Jersey
<b>Date Posted</b>	Jan. 11, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate Vice-(Provost/Chancellor)
<b>Academic Field(s)</b>	Facilities Operations
<b>Job Website</b>	<a href="https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Assistant-Vice-President-of-Facilities--HVAC-and-Environmental--Health-and-Safety_R2609">https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Assistant-Vice-President-of-Facilities--HVAC-and-Environmental--Health-and-Safety_R2609</a>

**Apply By Email**

**Job Description**

**External Applicant Instructions**

- Please upload your resume/CV for automatic population of information to your Kean application.
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**Your contact information, work experience and education will be automatically filled in. Please review all fields - you will need to verify that the data is accurate.**

- **In the “My Experience” section, you will find a resume/CV upload option where you can submit your cover letter and any other supporting documents you may wish to submit.**

## **Division of Campus Planning**

### **Assistant Vice President of Facilities, HVAC and Environmental, Health and Safety**

Reporting to the Vice President of Campus Planning, the Assistant Vice President of Facilities, HVAC and Environmental, Health and Safety assists in the management of divisional operations including, but not limited to: facilities operations, environmental, health and safety (EHS) services, transportation, building and grounds maintenance, HVAC, event set ups and custodial services. The Assistant Vice President acts as the Facilities liaison between service providers, vendors and consultants; organizes and directs the Facilities management team for day-to-day operations of the University's Physical Plant and EHS; and ensures the continued and effective function of all necessary support to the academic, administrative and student units within the University.

The Assistant Vice President is expected to develop and sustain high quality operations, including the maintenance and aesthetics of campus facilities, infrastructure, grounds, snow and ice removal services and transportation services and ensure the campus is prepared for all events. The Assistant Vice President provides vision and leadership for a high-quality campus planning and facilities support services operation, with a strong emphasis on customer service. This position requires travel and a flexible schedule including evening and weekend hours. This position is essential and assists the Vice President with response in weather and emergency situations.

**Qualifications:** Graduation from an accredited college with a Bachelor's degree; four years of professional experience as a manager/supervisor in facilities/planning in education with knowledge of the needs of residential facilities and environmental, health and safety; knowledge of federal, state and local building code requirements and health and safety regulations; and a driver's license valid in the State of NJ is required. Equivalent experience may be determined by the University. Master's degree;

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professional experience in higher education with facilities management, planning, design and construction projects; and knowledge of managing trades is preferred. Excellent interpersonal, organizational and customer service skills are essential. Candidate must also have excellent oral and written communication skills.

This position requires the ability to perform essential functions that require physical activity including, but not limited to: driving, walking long and short distances, standing for long durations of time outdoors/indoors, bending and/or stooping, occasionally lifting/carrying items weighing up to 50 pounds and climbing stairs. The work environment will expose the Assistant Vice President to chemicals, heat, noise, odor, and dust. The Assistant Vice President will be expected to wear appropriate personal protective devices including gloves, eye protection/face shield, dust mask, N95 respiratory protection, hearing protection and a lab coat or apron.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

**Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.**

### **Additional Information**

Kean University complies with the [New Jersey First Act](#) (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

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In compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request an accommodation in order to apply for a position, please refer to Section III.A. of our [Reasonable Accommodations Policy & Procedures](#).

### **Diversity & Non-Discrimination Statement**

Kean University is committed to establishing and maintaining a diverse campus community through inclusive excellence and equal opportunity. Kean's commitment to access and equity is designed to prepare each graduate to not only thrive, but climb higher in a diverse world. As an affirmative action, equal opportunity institution we work to support a campus-wide agenda to foster a community that both values and promotes the diversity and equity of all students, faculty, staff, administrators, and beyond.

### **EEO/AA Statement**

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

### **Contact Information**

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

### **Contact**

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