

**Facilities Manager - College of Veterinary Medicine
Clemson University**

Direct Link: <https://www.AcademicKeys.com/r?job=229604>

Downloaded On: May. 10, 2024 4:10pm

Posted Jan. 26, 2024, set to expire May 26, 2024

Job Title Facilities Manager - College of Veterinary Medicine
Department College of Veterinary Medicine
Institution Clemson University
Clemson, South Carolina

Date Posted Jan. 26, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Facilities Operations

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Job Description

Job ID:108533

Location:Lehotsky 124

Full/Part Time:Full-Time

Regular/Temporary:Regular

JOB SUMMARY:

The Facilities Manager is responsible for the planning, management, and maintenance of all equipment and facilities for the College of Veterinary Medicine (CVM), and the business operations to

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support that endeavor. This position also serves as the primary liaison to central Clemson University facilities operations and is responsible for training students, faculty, and staff on the use of facilities and equipment. Performs other duties as assigned.

JOB DUTIES:

30% - Essential - Equipment Planning & Management: Manages the procurement of equipment for CVM's new facilities, liaising with the construction team and Clemson's project manager for all FF&E procurement. Creates and manages maintenance schedule for all CVM equipment (excluding IT/AV), including oversight and management of maintenance contracts with external vendors.

30% - Essential - Facilities Planning & Management (Capital Planning): Coordinates space allocation and space reporting, including supporting Academic Affairs with classroom planning. Elevates critical capital planning issues to Dean's leadership team in a timely manner. Manages and executes project planning for annual facilities renewals and improvements. Monitors building utilities including HVAC, water, electric, and locks/securities and collaborates with central facilities to ensure all building utilities are in proper working order. Coordinates all waste disposal for CVM, including proper disposal of biohazardous waste in accordance with state and local regulations. Serves as building security coordinator for the entire CVM campus.

20% - Essential - Business Operations: Manages the budget planning and contract management process for equipment and facilities, including the preparation of budgets and contracts for renovations and uplift. Ensures proper adherence to equipment and facilities budgets and contracts. Prepares appropriate internal and external reports as required by the university, state, and local authorities. Oversees the management of materials for CVM, including all shipping and receiving, mail. Checks for damages and processes returns if necessary.

10% - Essential - Central Facilities Liaison: Serves as the primary CVM liaison for all central university facilities, including custodial, maintenance, groundskeeping, space planning, construction, and project planning. Liaises with the project manager for the CVM construction project to ensure timely completion of CVM campus capital projects and elevate issues during construction to the appropriate units. Liaises with Clemson University Occupational and Environmental Safety to ensure proper adherence to safety policies and procedures.

10% - Essential - Training : Provides training for students, faculty, and staff on proper and safe use of CVM equipment.

MINIMUM REQUIREMENTS

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Education - Bachelor's Degree

Experience - Relevant program management experience, including 3+ years of experience within an academic institution or teaching hospital.

PREFERRED REQUIREMENTS:

Experience - 2 years of experience working with medical equipment and/or in the medical industry is preferred

RESPONSIBILITIES:

JOB KNOWLEDGE

Comprehensive Job Knowledge - Comprehensive knowledge of theories and practices and ability to use in complex, difficult and/or unprecedented situations

SUPERVISORY RESPONSIBILITIES

No Supervisory Duties - Not responsible for supervising employees.

BUDGETARY RESPONSIBILITIES

No Budget Responsibilities - No fiscal responsibility for the department's budget.

PHYSICAL REQUIREMENTS:

Experience - 2 years of experience working with medical equipment and/or in the medical industry is preferred

WORKING CONDITIONS:

Exposure to heat or cold

Noise

Mechanical hazards

Electrical hazards

Occasional overnight travel

WORK SCHEDULE:

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Standard Hrs: 37.5; Anticipated Hiring Range (\$85,000.00 - \$110,000.00)

JOB LOCATION:

Clemson, SC

APPLICATION DEADLINE:

February 11, 2024

CLOSING STATEMENT:

Clemson University is an AA/EEO employer and does not discriminate against any person or group on the basis of race, color, religion, sex, sexual orientation, gender, gender identity, pregnancy (including childbirth, or related medical condition), national origin, age, disability, veteran's status, genetic information, or any other personal characteristic protected under applicable federal or state law. Clemson University is building a culturally diverse faculty and staff committed to working in a multicultural environment and encourages applications from minorities and women.

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Contact Information

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

Contact HRJob@clemson.edu
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