

FACILITIES CONTRACT MANAGER *

Function of Job:

Under general supervision from a designated administrator, coordinate work as specified in contracts related to services procured for operations and maintenance of assigned facilities and grounds, including staff supervision.

Characteristic Duties and Responsibilities:

1. Participate in the development of service contracts negotiated by the university/college for building services for maintenance, housekeeping, grounds, and utility services as assigned.
2. Perform routine filed inspections/assessments of assigned university/college facilities to monitor the execution of such services as carpentry, plumbing, electrical, elevators, fire alarms, custodial, and maintenance as identified by related external contracts or internal Service Level Agreements (SLAs).
3. Prepare recommendations for improvements of facilities and review, approve, monitor and assign or redirect maintenance requests to appropriate staff.
4. Review all utility usage and billing to ensure accurate recording and identify usage trends that indicate where utility usage could be conserved.
5. Prepare budget recommendations for maintaining and updating facilities and/or budgets for contracted services.
6. Disseminate authoritative oral and/or written information to faculty, staff, contracted service personnel, students, guests, requiring a thorough knowledge and understanding of unit policies and procedures.
7. Provide periodic reports on operation/performance of facilities, such as reviewing expense reports from contract providers, quality services, and developing expense reports.
8. Oversee inventory management.
9. Supervise, train, hire, evaluate and schedule work of assigned staff and/or student help.
10. Represent department and/or serve on committees as required.
11. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Associate's degree and five years of management experience in building maintenance, custodial services, or housekeeping, including one year of supervisory experience; or high school graduation and seven years of related experience, including one year of supervisory experience.
2. Computer skills and financial analysis skills as required by department.
3. Working knowledge of trades, building systems, housekeeping, grounds, maintenance/repair procedures, and inventory systems.
4. Strong oral and written communication skills.
5. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy lifting.

Additional Desirable Qualifications

1. Work experience in a college/university.
2. Experience with contract administration.

7/3/06
System Approval

7/3/06
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 2/16/88 as Manager – Building Maintenance