

FACILITIES MANAGER *

Function of Job:

Under administrative supervision from a designated administrator(s), to be responsible for the effective management, operation, and security of a total small college facility or a segment of a larger college/university operation/facilities.

Characteristic Duties and Responsibilities:

1. Be responsible for the scheduling, coordinating, and directing of security, grounds, custodial, maintenance and related activities, including work by outside contractors, as applicable.
2. Be responsible for planning and coordinating the use of the facilities.
3. Prepare recommendations for improvements of facilities necessary to maintain efficient operation.
4. Be responsible for the security and safety of all assigned university or college facilities.
5. Prepare budget recommendations for maintaining and updating facilities.
6. Be responsible for the scheduling and assigning of events to particular rooms or areas, including physical set-up for events as required.
7. Disseminate authoritative oral and/or written information to faculty, staff, students, guests, requiring a thorough knowledge and understanding of unit policies and procedures.
8. Be responsible for annual or periodic reports on operation of the university or college facility.
9. Maintain complete inventory of all facilities equipment and arrange for proper storage.
10. Supervise, train, hire, evaluate and schedule work of assigned staff and/or student help.
11. Administer the use and maintenance of any games/recreation areas and equipment.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Associate degree and three years of experience in building maintenance, custodial, housekeeping and/or food service operations, including one year of supervisory experience or high school and five years of related experience, including one year of supervisory experience.
2. Administrative and supervisory ability.
3. Working knowledge of custodial, grounds, and housekeeping operations.
4. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy lifting.

Additional Desirable Qualifications

1. Knowledge of set-ups, event coordination and HVAC.

3/10/85

System Approval

3/10/85

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 as "Facilities Planning Administrator" 7/1/76; revised 9/21/79 and 7/29/83 as "Facilities Manager".