



WEST VIRGINIA STATE
UNIVERSITY



Director of Facilities

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

The Director of Physical Facilities is responsible for both the physical plant operations and the maintenance of the campus including the supervision of staff, facility needs, master plan, contracts, budgeting, project management, purchasing, building and grounds inspections, building and ground maintenance and upkeep, safety, compliance, preventive maintenance, and facility reporting/audits. Job responsibilities contribute to ensuring the efficiency and effectiveness of operations or services having significant impact within the institution and requires the application of policies, practices, and procedures to complex matters, as well as the ability to integrate resources, policies, and information for the determination or procedures, solutions, and other outcomes. Challenges encountered in the position are highly varied, complex, and often non-recurring, which requires collaborative and creative methods to derive resolutions, with the potential need to create new concepts and approaches. Decisions have significant, broad implications for the management and operations of the institution and often contributes to the overall strategy and direction of the institution.

Responsibilities for the Director of Facilities

- Plan, organize, and direct the activities of facilities by prioritizing, assigning, and following up on job assignments with facilities staff and through the management of third

party contractors to ensure the operation and maintenance of all facilities and utility systems

- Participates in planning and organization meetings and assists in problem-solving and technical decision making
- Assist in the development, coordination, and maintenance of the facilities master plan
- Prepare, monitor, and manage facilities budget. Validates facilities related expenses.
- Maintain, review, and update Facilities Capital Projects listing on a regular basis, and collaborate with the VP and AVP for Business and Finance to ensure institutions needs are being met.
- Responsible for conceptualizing, studying, and evaluation data for the recommendation of energy performance, contract strategies, return on investment, and cost benefit analysis
- Assists in the planning and guidance on the design, construction, and renovations of facility projects to support the academic mission
- Determine optimal efficiencies for completing individual projects including estimating material costs and determining the materials, labor needs, and impact on facilities
- Assures an aesthetically pleasing campus through the management and oversight of to institutional grounds, horticulture, and custodial contracts
- Responsible for hiring, ensuring proper training, performance monitoring, establishment of job standards and effectively evaluating staff
- Routinely inspect building, grounds, equipment, and operating systems to determine: cleanliness, maintenance, and repair needs
- Ensure compliance with regulatory obligations concerning health, safety, and building codes
- Provides routine reporting with respect to capacity utilization in the classrooms to ensure that the university is strategically utilizing space that aligns with course offerings.
- Identify and develop strategies in which the university can repurpose space for maximum utilization and/or generate additional revenue.
- Performs other job related duties and assigned

Requirements for the Director of Facilities

- Bachelor's Degree in one of the following Fields of Study: Engineering, Business Administration, Building and or Technical Trades, or Related Fields
- At least ten (10) years of progressive facilities experience with a minimum of five (5) years being in a supervisory/management role
- Valid Driver's License
- Must be comfortable with heavy lifting, 25 pounds or more
- Must be comfortable in a non-climate controlled environment
- May be required to stand, stoop, and lift for long periods

Salary Statement

\$60,000-\$75,000 and will be commensurate with experience

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter and list three professional references (name, title, address, telephone number and email) by December 9, 2021. **All requested information must be submitted for your application to be considered.**

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at (304) 766-3156 and/or jobs@wvstateu.edu.