

**SAM HOUSTON STATE UNIVERSITY  
STAFF JOB CLASSIFICATION DESCRIPTION**

**TITLE:** Associate VP for Facilities Management

**EEO CATEGORY:** Administrative

**JOB NUMBER:** 9-0865

**STATUS & GRADE:** E-NC

**DATE:** 07/2009

**DEPARTMENT:** Physical Plant

**EDUCATION & EXPERIENCE REQUIREMENTS:** Bachelor's Degree in Engineering required with Mechanical or Electrical Engineering desirable. Master's degree and/or Professional Engineering registration desirable. Seven (7) years in construction or maintenance of central heating and cooling systems (chilled water and hot water). Experience with contractor, school, or firm with large central plant. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

**NATURE & PURPOSE OF POSITION:** Plans, organizes, directs and controls operations and maintenance of campus facilities. Areas of responsibility include building components, hot water heating systems, chilled water and direct expansion cooling systems, high voltage electrical systems, water and wastewater distribution and collection, vehicle fleet operations, sanitation collection, custodial services and grounds maintenance.

**SUPERVISION GIVEN & RECEIVED:** Reports to the Vice President for Finance and Operations. Supervises the Director of Plant Operations, the Director of Facilities Planning and Construction, Shop Forepersons, Manager of Custodial and Grounds, Manager of Fleet Vehicles, Coordinator for Environmental Health & Safety Office and other assigned staff.

**PRIMARY RESPONSIBILITIES:** Conducts strategic planning activities and formulates short and long term facilities plans to support the campus mission. Responsible for facilities, planning and construction, building operations and maintenance, vehicle fleet management, custodial and grounds, and environmental, health and safety programs. Coordinates department facilities planning and construction responsibilities with the staff of The Texas State University System. Oversees development and execution of Campus Master Plan, the Capital Improvement Plan for Board of Regents approval and the Master Plan update to the Texas Higher Education Coordinating Board. Responsible for developing and administering a preventive maintenance program to maintain the appearance and operation of campus buildings. Provides general oversight of custodial services for the cleanliness of buildings and grounds maintenance for the appearance and upkeep of the campus landscape. Ensures dependable operation of central plants for the comfort of employees, students and visitors. Oversees contract service providers and building utilities. Prepares energy conservation plans, implements energy and utility savings projects and establishes standards for efficient use of utilities. Responsible for Physical Plant employment related tasks such as hiring, evaluation, employee relations, etc. Performs other related duties as assigned.

**OTHER SPECIFICATIONS:** Strong leadership skills and the ability to exercise discretion, excellent reasoning, and independent judgment. Proficient in the development of policies and operational procedures. Strong interpersonal skills. Asset and fiscal resources management accountability. Contacts other University departments, vendors, and representatives from state agencies on and off campus, and contractors.

**THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.**