Directs, Facilities Services (Full-Time, 12-Month Annual)
Facilities Services Department
Hiring Range: $73,950 to $78,300 Per Year

Applications will be reviewed beginning Tuesday, January 3, 2012. The position will be open and applications accepted until filled.

Function:
Directs and leads a comprehensive Facilities Services department to meet changing campus needs in its buildings and grounds. This work includes providing maintenance, repair, housekeeping, security and operations for all existing University facilities. Services are performed by staff engaged organizationally by functional areas including maintenance trades, custodial, grounds and campus security. The Director reports to the Vice President, Finance and Administration.

Responsibilities and Related Duties:
1. Leads a positive, collaborative, team oriented environment and manages a comprehensive Facilities Services staff of regular, student and temporary employees.
   a. Articulates and models the University’s mission and department goals.
   b. Recommends staffing levels and optimizes available staffing resources.
   c. Directs the process for hiring all Facilities Services staff.
   d. Develops and leads the department management team to oversee a broad range of functions and employees, including direct supervision responsibilities for a team of assistant directors, managers and/or supervisors.
   e. Communicates appropriately with the University community about the status of construction and operational activities that affect the campus community, including utility service interruptions, traffic, parking issues and construction activities.
   f. Delegates management responsibilities to Facilities Services staff as appropriate to assure an effective operation.
   g. Assures an annual performance assessment is performed for all Facility Services employees.

2. Proposes, monitors and controls the operation budget.
   a. Recommends annual department operating budget to the Vice President.
   b. Monitors expenditures to ensure the department’s budget is balanced at year-end.
   c. Delegates budget responsibility to managers as appropriate.
   d. Advises the Vice President or others of unexpected, unusual, or emergency expenditures in a timely manner.
   e. Assures the work order charge back system is administered efficiently, accurately and fairly.
   f. Prepares and monitors the auxiliary enterprises budget requests in coordination with Residence Life and Student Life staff.

3. Directs maintenance and delivery of all emergency response plans, facility compliance and safety services.
   a. Serves as liaison to regulatory agencies regarding improvements, permits and compliance issues.
   b. Ensures compliance with all fire, life, safety, workplace safety and health, and environmental regulations.
   c. Serves as a member of the Executive Safety Committee.
   d. Collaborates with the Manager of Environmental Health, Safety and Risk Management and others as necessary and appropriate to develop a safe, secure campus environment, including campus emergency response planning.

4. Provides operational leadership to sustainability initiatives for the campus, including the delivery and maintenance of University utilities.
   a. Promotes participation in energy conservation programs.
   b. Negotiates best pricing for natural gas; reports energy pricing trends and forecasts to the Vice President.
   c. Serves as a member of the Sustainability Task Force.
   d. Manages and ensures compliance of the university’s water system.
   e. Develops, recommends and provides implementation leadership to sustainability projects as part of the University’s strategic plan.

5. Directs planning and oversight of renovation, remodel, grounds and utility projects.
   a. Coordinates budgets, schedules and scope of work with campus stakeholders.
   b. Provides estimates and schedule information to stakeholders.
   c. Assures projects are delivered to support the needs of the campus community.
   d. Provides status reports to users, committees and other stakeholders, as appropriate.
c. Fosters a positive working relationship with the local design and construction community, as well as university neighborhood.

d. Coordinates with the Director of Capital Projects on design of all major projects.

e. Serves as a member of the Facilities Planning committee.

6. Leads campus security and transportation initiatives, including serving as chair of the University’s Parking Task Force.
7. Leads an effective and economical preventative maintenance and building conservation program.
8. Supports the university’s risk management program related to property and liability insurance.
9. Assists the Vice President for Finance and Administration with other administrative responsibilities as needed to assure proper support of the educational mission and goals of the university.
10. Serves as a member of various campus committees as assigned and implements strategic planning goals and initiatives in carrying out department operations.

QUALIFICATIONS, SKILLS AND ABILITIES:
1. Bachelor’s degree and an increasingly responsible management level track-record with a minimum of five years’ experience in facilities management and/or capital projects related leadership; a Masters’ degree is preferred. An equivalent combination of education and exceptional experience may be considered in lieu of degree.
2. Demonstrated effective interpersonal skills, organizational and communication skills and the ability to communicate effectively with people from various cultural, socio-economic and educational backgrounds.
3. Proven exceptional supervisory skills.
4. An understanding of the mission and goals of the University and a commitment to advance these goals as part of the operations of the department.
5. Demonstrated commitment to staff development, diversity and safety.
6. An open, innovative, and energetic leadership style.
7. Interest in and ability to work in a consensus-oriented environment while still making decisions that advance the purposes of the department and the University.
8. Ability to use and stay current with current and emerging computer technology to effectively fulfill the duties and responsibilities of this position.
9. A personal commitment to the Christian faith.
10. The ability and desire to establish positive relationships with persons regardless of race, gender, physical limitation or religious belief.
11. An active commitment to equal opportunity for all persons.
12. A commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian Church (USA).
13. Background check required.

APPLICATION PROCESS:
Please submit the following application documents:
1. A letter of application that relates your education and experience to the requirements of the position. Please include a sentence confirming your interest in the position at our posted hiring range
2. Your résumé
3. A completed Whitworth online application form (available on our website)
4. A list with the names, addresses, telephone numbers, and email addresses of three employer references
5. A statement describing your personal commitment to the Christian faith

Application documents may be submitted in Word or PDF format to jobs@whitworth.edu or mailed to the following address:

Human Resource Services
Attn: Chair, Director of Facilities Services Search Committee
Whitworth University
300 W Hawthorne Road
Spokane, WA 99251

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.