

ALLEN UNIVERSITY

POSITION DESCRIPTION

JOB TITLE: Director of Facilities

REPORT DIRECTLY TO: Vice-President of Fiscal Affairs

OBJECTIVE: The Facilities Director oversees the planning, development, and implementation of all facilities-related activities. The incumbent will be responsible for ensuring the maintenance and improvement of the university's infrastructure, grounds, and other physical assets. This role requires a proactive approach to problem-solving, strong leadership capabilities, and an ability to oversee multiple projects simultaneously.

ESSENTIAL JOB FUNCTIONS:

- Oversee the day-to-day operations of the Facilities Department ensuring timely completion of tasks and adherence to established quality standards
- Develop and implement strategic plans for maintenance, repair, and enhance of all campus facilities and grounds
- Prepare and manage the annual facilities budget, ensuring cost-effective allocation of resources
- Lead and mentor facilities staff, fostering a culture of teamwork, accountability, and continuous improvement
- Ensure that all university facilities comply with safety and environmental regulations, instituting preventive measure where necessary
- Oversee all facilities-related projects from initiation to completing ensuring projects are completed on time and within budget
- Collaborate with university leadership, faculty, staff, and students to ensure facilities-related needs are met and feedback is addressed
- Perform other duties as assigned by the Vice President of Fiscal Affairs or University Leadership

MINIMUM QUALIFICATIONS

Bachelor's degree in engineering, construction management, or closely related field
Must have 5-7 years of supervisory experience in facilities management or related field
Strong leadership and team management skills
Excellent verbal and written communication skills
Knowledge of safety regulations and environmental compliance
Ability to multitask and prioritize effectively

PHYSICAL DEMANDS

This role requires heavy physical work, including lifting, climbing, and manual labor and exposure to extreme weather conditions. May be required to work extended hours as deemed necessary by university operations

APPLICATION

Interested persons should send a letter of interest and a current resume to the Office of Human Resources at 1530 Harden Street Columbia, SC 29204 or ddennis@allenuniversity.edu