UNIVERSITY OF SOUTHERN CALIFORNIA

Executive Director, Facilities, Operations & Maintenance

Job Code: 181907

**Grade: N**

**OT Eligible: No**

**Comp Approval: 5/24/2007**

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**JOB SUMMARY:**

Directs the operations, activities and staff for all Operations and Maintenance shops and services and custodial services at the University Park and Health Sciences Campuses. Operates and maintains all University buildings and grounds, including President's estate (SME).

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Plans, directs and reviews the operations and activities of the maintenance shops and custodial services for the University Park and Health Sciences Campuses. Operates and maintains all University buildings and maintains grounds and landscaping. Establishes goals, priorities, standards and schedules and assesses performance against these measures.</td>
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<tr>
<td>______</td>
<td>______</td>
<td>Establishes maintenance standards and programs for the University campuses to include master scheduling of routine maintenance and prioritization of deferred maintenance backlogs. Ensures quality workmanship and timely implementation of routine and scheduled maintenance in the most cost effective manner.</td>
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<td>Reviews and recommends involvement of subcontractors as necessary and when cost effective.</td>
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<td>______</td>
<td>Develops, promotes and monitors an energy management policy to obtain the most cost effective operation of University facilities.</td>
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<td>______</td>
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<td>Directly or indirectly supervises all staff assigned to unit, usually through subordinate directors, managers and supervisors. Determines staffing needs based on goals and objectives of unit. Determines and/or recommends unit salary administration including raises, promotions and reclassifications. Approves all work guidance actions within unit.</td>
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<tr>
<td>______</td>
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<td>Oversees recruitment, hiring, orientation, training and supervision of unit's staff. Oversees performance evaluation process, ensuring consistent use of all applicable policies and procedures. Counsels, disciplines and/or terminates employees as required.</td>
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<td>Plans, develops and manages unit budget(s). Approves or disapproves unit expenditures.</td>
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<td>Participates in University-wide long-range and short-term strategic planning, as assigned.</td>
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<tr>
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<td>______</td>
<td>Maintains currency with, understands and ensures unit compliance with all University policies and procedures and with all applicable local, state and federal laws and regulations.</td>
</tr>
<tr>
<td>______</td>
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<td>Serves as information resource for the University community and the general public concerning unit programs and/or projects.</td>
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</tbody>
</table>
Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. as a representative of the University and/or unit.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

<table>
<thead>
<tr>
<th>Essential</th>
<th>No</th>
<th>Yes</th>
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| In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 7 Years

**Minimum Field of Expertise:**

- Education in Architecture or Engineering. Managerial experience in facilities development, operations and maintenance.

**Preferred Education:**

- Master's Degree

**Preferred Experience:**

- 10 Years

**Preferred Field of Expertise:**

- Prefer directly related experience in an institution of higher education.

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conceptualization and design
Conflict resolution
Consulting
Counseling
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial Skills
Mediation
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Staff development

Skills: Machine:

Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:
Manages through multiple layers of subordinate supervisors

Supervises: Nature of Work:
Managerial
Service/Maintenance
Skilled trade(s)

SIGNATURES:
Employee: _____________________________________  Date:_____________________________
Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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