



Savannah State University Position Description – Assistant Director of Facilities

POSITION DESCRIPTION

Position Title: Assistant Director of Facilities FLSA Status: Exempt
Reports to: Director of Facilities
Division: Residential Services & Programs
Date Prepared: June, 2011

BASIC FUNCTION

The Assistant Director of Facilities for Residential Services & Programs is to be responsible, under the direction of the Director of Facilities, for the overall maintenance of the property in a superior condition at all times and to provide excellent customer services to all residents.

NATURE & SCOPE

Reporting to the Director of Facilities, this position supervises and manages the entire day-to-day operations of the residential facilities.

This position is accountable for the major repairs and any funds designated for facility modifications to comply with the American with Disabilities Act.

The Assistant Director is responsible for understanding and resolving problems which may significantly impact the residential facilities operations and serves to anticipate and “troubleshoot” these situations.

The incumbent spends significant time leading and directing the assigned team. It is critical to the successful performance of the accountabilities of this position that the incumbent work well with all areas of Savannah State as well as the Savannah Community in general.

PRINCIPLE ACCOUNTABILITES

- Develops and implements preventive maintenance programs
- Performs work order to prevent backlog
- Coordinate training of maintenance employees
- Confers with Director of Facilities and employees to resolve problems as needed
- Troubleshoots maintenance problems and recommends solutions
- Keeps shop in order and free of hazards
- Ensures inspection of apartments prior to occupancy and upon move out by residents
- Assists Director of Facilities in quarterly inspections, move in, move outs, etc.
- Participates in a standby emergency schedule for evenings, weekends and holiday coverage
- Participates in all maintenance projects
- Communicates with Director of Facilities on a regular basis each day
- Monitors quality of work performed by staff and reviews time to perform each order
- Responsible for establishing and meeting aggressive safety goals for all areas under his/her supervision

In all activities, the Director of Facilities for Student is expected to model and promote the values of the Division of Student Affairs; student-centered philosophy, integrity, interconnectedness, passion, quality, respect, civility, responsibility and the richness of diversity.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

High school diploma or general education degree (GED). HVAC certifications, CPO Certification, appliance repair, time management, and budget preparation. Minimum of five consecutive years work experience in plumbing, carpentry, appliance and electrical repairs, and painting.

