Position Summary: The Office of Facilities Management is responsible for all aspects of facilities operations and maintenance efforts including all building infrastructure systems, safety, installation design and renovation. Oversees university grounds maintenance, power plant and housekeeping operations. Responsible for purchase and management of university’s utilities and the university’s sustainability program. Schedules and coordinates all contractor activity on the physical plant. Responsible for the University’s Master Plan, plans and supervises all university construction projects.

Essential Responsibilities Include: Manage and oversee all aspects of facilities operations and maintenance efforts including physical plant property and environmental health and safety. Develop, maintain and enforce compliance with facilities-related policies. Manage all contractor activity on campus. Ensure contractor compliance with applicable labor laws, safety procedures, quality control and university policies. Direct the work of grounds, maintenance, power plant and housekeeping staff (includes bargaining units). Ensure that these services are consistently and competently proffered to the University community. Implement programs and practices that assure effective staff training and assessment of job performance. Develop and manage capital projects for renovations, new installations and new construction from conception to closeout. Recommend to the VP for Finance facility improvement priorities. Manage the capital project RFP, bidding, award, negotiation, and contract administration. Prepare, monitor and control project budgets and schedules, ensuring that projects are completed on time and within budget. Prepare and manage to the operating budget for Facilities Management. Ensure delivery of service in the most cost effective manner, while providing excellent customer service.

Minimum Qualifications: Bachelor’s degree in a closely related field, such as architecture, engineering, construction management, mathematics, is required. A minimum of ten (10) years of relevant work experience; with at least five (5) years in a management position. Strategic vision, and the ability to articulate it effectively. Strong leadership and management abilities. Creative and analytical thinking skills. Ability to manage multiple projects simultaneously. Experience should include supervisory experience, background knowledge of shop crafts, planning and designing of facility projects, budget development, energy management/conservation and training in safety/environment. The successful candidate will possess independent judgment; collaborative leadership; excellent listening skills; knowledge of logistical operations; knowledge of current DC recycling regulations and criteria would be desirable. Candidate must possess demonstrable, excellent organizational, writing and interpersonal skills and have the ability to work independently while managing multiple tasks and responsibilities simultaneously; strong problem-solving ability is a requirement. Successful candidate will have working knowledge of word processing, spreadsheets and databases. Must be able to competently engage and interact with a culturally and ethnically diverse population of students, faculty and staff.

Preferred Qualifications: Master’s degree in a related field is desirable. Managerial experience in architectural or construction fields. Exceptional project management skills. Broad knowledge of building trades, landscaping and custodial personnel management, emergency management. Experience in Health and Safety, Emergency Management programs would be helpful.
How to apply: forward resume, cover letter and salary expectations (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101622 or job title in subject line of email. This position is open until filled; priority consideration will be given to applications received by 3/1/16. First review date is 2/19/16.

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