Position Description

Title: Director of Facilities Operations
Department: Facilities and Campus Safety
Reports To: Associate Vice President of Facilities and Campus Safety
Supervises: Building Manager, Maintenance and Cleaning Staff
Internal Contacts: Students, Faculty, Staff
External Contacts: Contractors, Vendors, City Agencies
Employment Status: full-time; exempt

Domains:
- Supervise day-to-day work of union and non-union maintenance and cleaning staff, working with Engineering and Life Safety Supervisor and Building Manager to ensure maintenance, repair, and cleaning tasks are completed in a timely and efficient manner.
- Support planning, contracting, and oversight for maintenance, repair, and capital projects.
- Ensure workplace safety policies and procedures are in place and enforced.
- Work with vendors and contractors to specify, schedule, budget, and oversee maintenance, repair, and capital projects throughout the campus.
- Oversee security officers assigned to MSM’s two campus entrances and work with Building Manager to ensure day-to-day expectations are met.
- Work with AVP of Facilities and Campus Safety to ensure appropriate risk management policies and procedures are in place.
- Maintain inventory and upkeep of furniture, fixtures, and equipment throughout campus.
- Work with contractors and government agencies to prepare and file permits, registrations, and applications, and maintain compliance with DOB, FDNY, DOH, DEP and other agency regulations.
- Perform other duties as assigned from time to time.

Job Requirements:
- Bachelor’s Degree or equivalent preferred.
- 5+ years of supervisory experience in Facilities and Building Management.
- Prior experience in a university or performing arts settings preferred.
- Knowledge of NYC building codes and requirements including DOB, DOH, DEP, FDNY, DOT, DEC, ECB, and HPD.
- Ability to excel in a teamwork setting, and willingness to teach new skills to others.
- Proficiency with MS Office, building scheduling software, and CMMS software.
- Excellent written and verbal communication skills.
- Willingness to work occasionally or be on call outside normal business hours to provide management and oversight, and to respond to emergency situations from time to time.
- Experience managing major maintenance and repair projects preferred.
Contact Information:
Send letter of application and résumé including three references to:

Bryan Greaney
Associate Vice President of Facilities and Campus Safety
bgreaney@msmnyc.edu

No phone calls, please.

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