

JOB INFORMATION

Effective Date	7/15/2021
Job Code:	0470
Job Title:	Assoc VP Facilities and Construction
Salary Grade/Structure:	999 - Admin-Professional
Career Level Name:	E1 - First Level Executive
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Facilities
Job Family:	Facilities
Job Summary	The Associate Vice President for Facilities, Maintenance and Construction is a key position on the UHCL Campus, facility planning, construction operations, and management of all facility capital assets. Assure regulatory compliance with federal and state statutes and system policies relating to the acquisition of services and programs. This position reports to the Vice President of Finance and Administration. This position has significant budget and supervisory responsibilities.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Engineering, construction management, business administration or related fields	Required	or
Master's Degree	Engineering, construction management, business administration or related fields	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Progressive	Project, team management, in areas of Maintenance, building operations, and construction	Required	or
Progressive	Construction project management, building operations, Grounds, custodial	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
Certified Associate in Project Management (CAPM)	Certificate of Project Management / Engineering	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Management knowledge	Proficient
• Organizational and supervisory principles	Proficient
• Real and personal property management and sustainment	Proficient
• Operational planning, supervision and execution	Proficient
• Written and oral communication skills	Skilled
• Utility operation, optimization, planning and implementation	Skilled
• Present positive approach to demeanor and internal / external contacts	Skilled
• Interact and achieve results across differing objectives and priorities	Skilled
• Bilingual: English / Spanish	Basic

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Supervises all maintenance programs relating to the interior and exterior conditions, appearance and operations of the facilities; reviews and analyses inspections and reports for potential inefficiencies in the operation and maintenance of facilities; develops, implements, and monitors cost-saving opportunities. Provide leadership and direction in coordination with the University of Houston System in the development and implementation of appropriate university-wide policies and procedures.	25%
• Direct major and minor capital projects assuring adherence to Campus Master Plan; coordinate timely reviews of program, construction documents, ensure efficiency and economy of maintenance in plan specifications, and oversee activities and contractors. Work with Manager in each function to ensure completion of projects including; preparing cost estimates, scope of work, RFPs, and bid/contract documents.	25%
• Responsible for the supervision, development, evaluation, and performance management of departmental staff including providing strategic direction for the department with a focus on UHCL's culture, mission, and vision. Serve as key staff member in directing facilities personnel to deliver operational projects. Encourage and build mutual trust, respect, and cooperation among employees. Build and work with diverse teams effectively.	20%
• Understand needs of facilities maintenance services, routine/preventative maintenance, and long-term stewardship. Develop and maintain facility condition survey, including ongoing deferred maintenance lists. Remain current in new practices, products, or systems that improve the delivery of services.	15%
• Manage UHCL contracts and requests from THECB, State of TX, and regulatory agencies. Manage BOR Facilities Committee agenda items for UHCL, provide up-to-date project tracking. Work with appropriate shared governance committees regarding matters of facility development, minor construction/renovation and campus projects including serving as Chair of the Campus Facilities and Support Services Committee.	10%
• Perform additional duties as assigned	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
5%	Minimal travel, usually in-state