

Director, Facilities and Construction Management

Tufts University

Medford, Massachusetts

For more information or to apply, visit:

<http://www.apply-for-job.net/c/jobclick.cfm?site=4216&job=6401017>

Date Available: January 21, 2010

Description:

The department of Facilities & Construction Management seeks an individual with in depth knowledge of facilities planning and construction management, building and utility systems, design and construction, operation and maintenance and energy conservation, as well as superior communication skills to fill its available position of Director, Facilities and Construction Management. The department of Facilities & Construction Management is responsible for the efficient and cost effective operations, maintenance and management of all university facilities consisting of approximately 4.5 million square feet of space on three campuses. In addition, the department is responsible for the programming, design, and project management of new facilities and major renovation/rehabilitation of existing facilities on all three campuses.

The position of Director, Facilities and Construction Management directs and manages the planning, designing, constructing and maintenance of university buildings, grounds and utility infrastructure. He/she will direct the implementation of new construction and renovation projects consistent with university goals and objectives. In conjunction with senior university administrators, the Director will prepare and implement annual capital and deferred maintenance programs. She/he must have proven effectiveness as a team builder and delegator, working effectively with a staff of 135 employees consisting of approximately 35 exempt/non-exempt and 100 unionized positions. The Director, Facilities and Construction Management also acts as the principal representative for collective bargaining negotiations for unionized trades and grounds labor force (90-100 employees).

The successful candidate must be a detail-oriented, self-motivated, strategic thinker with broad knowledge of general business practices and technology pertinent to the position, who will also develop strategic facility and campus master planning efforts. He/she oversees the preparation and management of annual operating (\$41 million) and deferred maintenance budgets (\$17 million) and capital budgets; oversees out-sourced cleaning contract (\$9 million). The Director represents university interests in facilities and construction matters to faculty, staff and students, and promotes positive relationships with university constituents and works collaboratively with other directors in Operations division on projects with overlapping responsibilities (safety, environmental health, regulatory compliance). He/she also interacts with Board of Trustees, Overseers and advisory committees.

Basic Requirements:

* Bachelors degree in management, or related field * Eight to ten (8-10) years in facilities/construction management * Construction documentation systems such as Drawbase CAD systems, energy management and maintenance systems, work controls systems, Microsoft office and accounting systems

Preferred Qualifications: The following are all strongly preferred: an advanced degree in engineering, facilities/construction management or related field; thorough knowledge of facilities planning, operation and maintenance; building and utility systems, design and construction, energy conservation and personnel management experience; strong communication, analytical and presentation skills.

Special Work Schedule Requirements: The Director, Facilities and Construction Management coordinates departmental preparedness and response to emergency situations on all campuses as required.

Filing Deadline: February 20, 2010