UNIVERSITY OF SOUTHERN CALIFORNIA

Executive Director, Facilities Engineering & Technical Svcs

Job Code: 181915

Grade: N
OT Eligible: No
Comp Approval: 9/19/2008

JOB SUMMARY:

Directs the programs, projects, activities and staff for all university buildings with respect to engineered building systems at the University Park and Health Sciences campuses. Designs, develops and directs the operations for all mechanical engineering issues throughout the university. Responsible for implementing master plan, oversees campus utility infrastructure, high voltage, steam and chilled water distribution systems for the university.

JOB ACCOUNTABILITIES:

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<th>*E/M/NA</th>
<th>% TIME</th>
<th>Activity</th>
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<td>Oversees engineering analysis and design for all university projects. Guides and reviews all mechanical engineering analysis and design performed by outside consultants to ensure quality and consistency with university requirements. Plans, directs and reviews the maintenance of all university buildings with respect to engineered building systems. Establishes goals, priorities, standards and schedules and assesses performance against these measures.</td>
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<td>Establishes preventative maintenance programs and standards for the university campuses to include master scheduling of building maintenance. Ensures quality workmanship and timely implementation of routine and scheduled maintenance in the most cost effective manner.</td>
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<td>Reviews and recommends involvement of subcontractors as necessary and when cost effective. Ensures compliance with all regulatory and safety guidelines relative to mechanical engineering codes and standards.</td>
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<td>Develops, promotes and monitors an energy management program to obtain the most cost effective operation of university facilities. Implements building energy-conservation efforts university wide.</td>
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<td>Directly or indirectly supervises all staff assigned to unit, usually through subordinate directors, managers and supervisors. Determines staffing needs based on goals and objectives of unit. Determines and/or recommends unit salary administration including raises, promotions and reclassifications. Approves all work guidance actions within unit.</td>
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<td>Oversees recruitment, hiring, orientation, training and supervision of unit’s staff. Oversees performance evaluation process, ensuring consistent use of all applicable policies and procedures. Counsels, disciplines and/or terminates employees as required.</td>
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<td>Plans, develops and manages unit budget(s). Approves or disapproves unit expenditures.</td>
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<td>Participates in university-wide long-range and short-term strategic planning, as assigned.</td>
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<td>Directs the development of systems, methods, policies and procedures to facilitate efficient and effective unit operations.</td>
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Maintains currency with, understands and ensures unit compliance with all university policies and procedures and with all applicable local, state and federal laws and regulations.

Interfaces and coordinates all activities with the University Architect, Director of Capital and Non Capital Construction, and Executive Director of Facilities Operations and Maintenance. Works closely with Operations and Maintenance personnel to provide engineering support and consultation on an ongoing basis.

Serves as information resource for the university community and the general public concerning unit programs and/or projects

Establishes and maintains appropriate network of professional contacts. Maintains currency with professional organizations and publications. Attends and participates in meetings, conferences, etc. as a representative of the university and/or unit. Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  
☐ Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

Bachelor’s degree

Combined experience/education as substitute for minimum education

**Minimum Experience:**

7 years

**Minimum Field of Expertise:**

Education in Architecture or Engineering. Managerial experience in related field. AutoCAD experience in construction documents.

**Preferred Experience:**

10 years

**Preferred Field of Expertise:**

Directly related experience in an institution of higher education

**Skills:** Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Coaching
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Counseling
Facilitation
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Mediation
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Scheduling
Staff development
Statistical analysis
Teaching/training

Skills: **Machine/Equipment:**

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Personal mobile communication devices
Photocopier

**Supervises: Level:**
Manages through multiple layers of subordinate supervisors.

**Supervises: Nature of Work:**
Administrative
Managerial
Professional/Paraprofessional
Service/Maintenance
Skilled trade(s)
SIGNATURES:

Employee: _______________________________ Date: ________________________________

Supervisor: ______________________________ Date: ________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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