University of California, San Francisco
Position Title: Associate Director - Facilities Service (East or West Campus)
MSP Grade Level 3
Position Type: Career
Percentage: 100%

Job Summary:

The UCSF Facilities Management Department (FM) is committed to creating an exceptional campus physical environment to support the research, teaching, health care and community service mission of the University; FM employs over 225 professional staff and acts as steward for over $70 million in operating funds to achieve its goals in operating and maintaining the UCSF campus environment; located in the Campus Life, Facilities & Administrative Services organization, FM is organized into 5 distinct units: (1) Mission Bay/East Campus Facilities Services, (2) Parnassus/West Campus Facilities Services, (3) Energy & Utilities Services, (4) Central Facilities Services, and (5) Engineering Services.

Under the general direction of the Deputy Director of Facilities Management, the Associate Director of Facilities Services is responsible for managing all operations and maintenance functions for their assigned zone; this includes supervising the activities of a core team of zone management staff, custodians, landscapers, and building maintenance workers; in addition, the Associate Director has a dotted line reporting relationship with the Engineering & Trades Manager for their respective zone; must partner with the Manager to effectively coordinate on site services for the engineers and skilled trades assigned to that zone; the end result will be an effectively managed zone that encompasses the full range of facilities operations and maintenance services; discussions are also underway about the possibility of combining some or all of Campus Life Services Facilities Management (currently organized as a separate facilities organization for housing, recreation, child care, parking facilities) under the jurisdiction of the Associate Director of Facilities Services; East Campus includes Mission Bay, Mission Center, 654 Minnesota, Oyster Point, and Hunter’s Point. West Campus includes Parnassus, Mount Zion, Laurel Heights, and Buchanan Dental. Zones may be adjusted from time to time to balance workload; and perform other duties as assigned. Note: There are two positions available with locations at Mission Bay and Parnassus.

Required Qualifications:

B.A. and 8 years facility related experience managing and/or supervising facility maintenance operations and personnel in a complex university/college environment, or large commercial and/or institutional setting, or an equivalent combination of education and experience; general experience with as many facilities systems as possible, including mechanical, plumbing, electrical, and other primary building systems; familiarity with indoor air quality issues, HVAC principles, fume hoods, and hydronics; experience managing a 24/7/365 operation in a union environment; experience supervising the work of construction contractors and repair technicians; familiarity with maintenance
procedures: preventive, predictive, corrective and routine work requests that require coordination with electricians, plumbers, HVAC mechanics, and other repair technicians and service providers; knowledge of building codes, fire/life safety regulations and OSHA requirements; strategic planning experience related to facilities requirements; establishing collaborative partnerships in order to meet strategic objectives; sound judgment and problem resolution ability as demonstrated by a past record of solving facilities related challenges; communicate clearly both verbally and in writing with customers, department administrators, staff at all levels and non-University personnel; manage a multi-site facilities operation and set up systems, records, and protocols to ensure equity at all facilities sites; work without direct supervision and handle multiple projects simultaneously; experience with sustainability and energy conservation programs; LEED experience; available for on call duties and emergency response on 1 24/7/365 basis; ability to respond/assist in emergency breakdowns, power outages, or construction problems that may occur including during off hours; demonstrated track record in providing a high degree of customer service under stressful and complex conditions; manage a complex, multi-source budget, including analyzing financial, staffing, and workload data, and writing comprehensive reports with supporting data; provide preliminary maintenance and project budgets; experience approving and auditing invoices related to construction, utilities and maintenance; success in coordinating and directing career and contract employees in a multitude of disciplines, including custodial, landscape, administrative, engineering, trades; proficiency in Microsoft Suite (Outlook, Word, Excel, Access, PowerPoint) and PeopleSoft; requires bending, squatting, climbing stairs; pushing/pulling up to 20 pounds; reaching shoulder level and below; sitting, standing, walking, waist twisting, kneeling, crawling; carrying/lifting 31-60 pounds; gripping/grasping; repetitive movements of upper extremities.

Note: Fingerprinting and background check required.

Preferred Qualifications:

Knowledge of the special requirements of research related facilities; experience with a vivarium or animal facilities is desirable; work management systems functions within a complex service oriented institution or business; experience with work systems implementation projects experience with UC and UCSF system-wide policies and procedures regarding: financial, contractual, administrative, constructions design, environmental health & safety, fire safety, space utilization, facilities management procedures, rules and practices; University and/or Medical Center experience.

In order to be considered for open positions at UCSF, you will need to submit your resume through our online application process. Once you complete the online application process, you will receive an email confirming that your submission has been received. Submitting your resume to UCSF opens the door to many immediate and ongoing job opportunities. Your resume will remain active in our applicant database and you will be able to update it as needed.

To submit your resume online go to:
http://ucsfhr.ucsf.edu/careers

Apply specifically to requisition 34927BR. Please note ad code 34927BR in the ad code field in your applicant profile.

An email address is required for you to submit your resume. If you do not have access to a PC with Internet Explorer, you may drop in to use the PC terminals available during working hours in our main Human Resources office, at 3333 California Street, Suite 305, Monday through Friday 8:00 a.m. to 5:00 p.m. Our staff will be there to answer any questions about the process.

Visit our Human Resources web site at www.ucsfhr.ucsf.edu/careers for information about other job opportunities. UCSF is an Affirmative Action/Equal Opportunity Employer and committed to a diverse workforce.