The University of Iowa Department of Intercollegiate Athletics

ANNOUNCEMENT OF POSITION VACANCY

Assistant Director Athletics Facilities – Maintenance Operations

Classification Title/Code: Management Services Manager – PFC2  
Working Title: Assistant Director Athletics Facilities – Maintenance Operations  
Department: Intercollegiate Athletics  
Staff Type: Professional & Scientific  
Type of Position: Regular 100% time; Probationary; FLSA Exempt  
Pay Level: 5A  
Salary Range: $52,000 to $88,000  
Apply By: (within 14 days of initial posting)

The University of Iowa Department of Athletics seeks a self-motivated, results-oriented individual with the knowledge, ability and interpersonal skills required to serve as Assistant Director Athletics Facilities – Maintenance Operations. This is a full-time position with a salary range of $52,000 to $88,000 commensurate with education and experience and includes full University benefits.

The successful candidate will provide knowledge, direction and leadership to the athletics facilities maintenance team and assists the Associate Athletics Director for Facilities with general facility operations and projects. The maintenance team is responsible for the overall building maintenance operations and equipment to ensure physical maintenance, safety and development of all athletics facilities.

The University of Iowa is a NCAA Division I institution and a member of the Big Ten Conference. The Department of Athletics manages 22 varsity sports programs and related events with a workforce of approximately 215 regular employees and 300 temporary employees. Athletics is a people-centric organization that operates under a “Win. Graduate. Do It Right.” philosophy. For more information regarding Athletics, please click here.

Benefits Highlights: Excellent fringe benefit package including paid vacation and sick leave; health, dental, life and disability insurance options; and generous employer contributions into retirement plans. The University of Iowa is a Big Ten, nationally ranked research university with 30,000 students located in Iowa City. A vibrant community boasting excellent public schools, safe, comfortable neighborhoods, affordable housing, a highly educated population, and numerous cultural, recreational and sporting opportunities and events contribute to the Iowa City area frequently appearing high on the best-places-to-live listings. Go to “Working at Iowa” to learn more.

Required Qualifications:

- Master’s Degree or equivalent combination of education and experience;
- Minimum of three years of experience with facilities maintenance and/or HVAC system repairs, including supervisory experience;
- Excellent oral and written communication skills;
• Ability to work constructively and collaboratively in a diverse environment, demonstrating strong interpersonal skills and ability to build trusting relationships;
• Working knowledge of and ability to:
  o Utilize basic office support software (word processing, email, presentation software and spreadsheets);
  o Operate effectively within a highly regulated team environment;
• A valid U.S. driving license and the ability to meet and maintain University of Iowa Driving Policy standards.

Desired Qualifications:
• Basic knowledge and understanding of the professionalism and intensity necessary to successfully contribute to a Division I athletics program;
• Project management and/or technical inspection experience;
• Demonstrated experience managing a computerized maintenance management software system to create efficient and corrective and preventative maintenance operations;
• Experience in implementation of energy conservation strategies;
• Knowledge of various codes and procedures, etc., that applies to hospitals such as TJC, OSHA, DOT, etc.

Application Details:
Visit our website at https://jobs.uiowa.edu and search for keyword “athletics facilities”. Only applications submitted at https://jobs.uiowa.edu will be accepted.
• Applicants must upload a resume and cover letter and mark them as a relevant file to the submission. Applications without both a cover letter and resume will be considered incomplete and ineligible for consideration.
• Job openings are posted for a minimum of 14 calendar days and may be removed from posting and filled any time after the original posting period has ended.
• The successful candidate will be subject to a credential and criminal background check, and a driving record review.
• Five professional references will be required at a later step in the recruitment process.

For questions or additional information, please contact athl-human-resources@uiowa.edu

The University of Iowa is an equal opportunity/affirmative action employer. All qualified candidates are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual.