

Northern Michigan University Position

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name:

Employee Middle Initial:

Employee Last Name:

Employee ID Number:

Classification Details

Classification Title: Assistant Director

Classification Code: SA=Senior Administrators

Job Code: NT=Senior Administrators

FLSA:

Exempt employees are not eligible for overtime; Non-exempt are overtime eligible. Exempt

Salary Range: Market Based

Union: (If Applicable) N/A

Position Details

Position Number: 001897

Position Title: Assistant Director-Facilities

Position Type: Staff

Department: ENGINEERING & PLANNING

Departmental users with permission to access position information (include all departmental hiring managers and contacts accessing this position)

Gischia, Arthur
Sager, Brandon
Thams, James
Norman, Nicole

Please select name and click on > to move to the selected column. To unselect a person, click on < to move back to the not selected column. To select all users in the not selected column, click on the >> to move to the selected column.

Full-Time Equivalent (FTE):

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Please [click here](#) for FTE examples.

Name of Supervisor: Kathy Richards

Title of Supervisor: Asc VP Engineering/Plng/Facfts

Provide a brief statement of the position duties. This position has three areas of expertise: project administration, sustainability, and management of custodial services. Duties include providing all phases of project administration for university renovation and new construction to include design (schematic to final), estimates, bidding, and construction administration/coordination. Position coordinates and manages the Facilities Department's sustainability and recycling operations. Direct, administer, plan, and coordinate all aspects associated with the custodial operation in stateside buildings.

Supervisory Responsibility of the Position:

Please include the number of full-time, part-time and student employees this position will be responsible for supervising. Also include supervision of activities and extent of variety and complexity. Directly: Building Services Supervisor (A/P) Indirectly: 36 Building & Grounds Attendants

Begin Date:

Required Education: Bachelor's Degree

Discipline/Degree Area: Construction Management, Engineering or Architectural Technology or related degree

Required Specialized Training/Certifications: Must have a working knowledge of the latest version of AutoCAD, LEED-NC version 2.2 or newer and construction management experience.

Required Minimum Work Experience: Three years of construction management/project management

Please list the type and amount of full-time work experience needed. Two years of architectural, mechanical, electrical, HVAC, and civil automated drafting

Two years of LEED Project Registration Process: design through construction

Knowledge: 1. Building system components and operations. 2. Relevant codes and regulations.

Skills: 1. Computer applications (word processing, spreadsheets, e-mail, internet, web-based programs) 2. Strong oral and written communication skills to effectively deal with a broad variety of people and prepare quality correspondence, reports, and other written materials. 3. Excellent critical thinking skills, good judgment - able to effectively analyze situations and solve problems. 4. Effective interpersonal skills - able to establish and maintain effective working relationships. 5. Strong organizational skills - able to plan and coordinate

Knowledge, skills, abilities or attributes required for satisfactory performance of the duties of the position.

projects and handle multiple tasks and priorities.
6. Able to coordinate the work of others.

Attributes:

1. Conscientious and self-motivated.
2. High standards for self and others.
3. Collegial and congenial - works well with others, is a team player.
4. Reliable.
5. Resourceful.

Specialized training or workshops on CAD, LEED, Sustainability, Construction Management.

Supervisory experience or training.

Additional Desirable Qualifications:

Knowledge and experience in construction project management for schools or institutions; preferably a university facilities department.

Budget experience.

The duties of project manager entail considerable accountability for timely project completion, the quality of the finished project, and, very importantly, project budget control. Not performing these duties appropriately can have a wide variety of negative outcomes from climate control problems to not having a building or a part of a building available when it is needed. Not having work performed up to University standards can also create significant problems, perhaps not immediately, but years in the future. Not staying within the project budget has obvious implications.

Responsibility/Accountability:

Please include the extent of the position's decision-making latitude or authority to act independently, and the extent to which independent actions or decisions are controlled by supervision, policies, procedures and past practice.

As the University looks to the future, it is seeking to implement sustainable practices that will not only preserve resources, but will control costs. The person in the position of Sustainability Coordinator must help to provide leadership for the goals associated with this initiative and failing to do so may mean missed opportunity and/or a delay in achieving the benefits - financial and otherwise - that will result from implementing sustainable policies and practices across campus.

Regarding the supervision of custodial, budget and equipment inventory; upkeep of campus buildings; and assigned renovation/construction projects. The quality, condition and serviceability of these systems are directly affected by the responsibilities of this position. General supervision is received. Routine daily work is handled independently.

Description of Duties

5 Records

Frequency:	Description of Duty:	Essential/Non-Essential:
Daily	The project management responsibilities of this position include all duties associated with the building design, bidding, construction, and warranty period. This position must prepare and interpret construction documents, prepare	Essential

construction estimates, control project budgets, perform construction administration duties, and monitor construction schedule and quality.

Daily	Management of Custodial Duties: Direct the operation of custodial services for stateside buildings. Make operational and personnel decisions. Provide direct supervision of custodial supervisor. Assist in the preparation of an annual operating budget and control expenditures. Troubleshoot equipment and operational problems. Establish inspection procedures. Prepare all necessary reports. Respond to emergency calls on a 24-hours basis. Promote a good working relationship with all campus departments and off-campus businesses.	Essential
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Daily	The duties related to sustainability coordination require expertise in Leadership in Energy and Environmental Design (LEED) standards for both new construction and renovation projects. Also, researching new products, changing policies and/or practices, and integrating materials appropriately into facility design. Educating and promoting new sustainable initiatives to the campus community and project consultants.	Essential
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As Needed	Other duties as required, including performance of duties of a lower classification as needed. Work in a safe manner, observing safety, health and sanitation codes, regulations or practices required by the University and government authorities. Works in a positive, productive manner with a wide variety of NMU's students, peers and other employees, and external constituents.	Essential
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<i>Date</i>	<i>Signature of Supervisor</i>
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<i>Date</i>	<i>Signature of Hiring Authority</i>	<i>Name and Classification</i>
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