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<b>Job Title</b>	Director of Facility Operations and Emergency Response
<b>PVN ID</b>	VC-2308-005792
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
<b>Department</b>	Facility Operations
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$170,000.00 - \$190,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 18, 2024 (Or Until Filled)

## General Description

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The City University of New York (CUNY) is embarked on a multi-billion dollar and multi-year capital design and construction program at its 25 campuses with a Strategic focus to bring its Facilities to a State of Good Repair. The Office of Facilities Planning, Construction, and Management (FPCM) Department of Facility Operations establishes Facility Operations and Management Standards in order to ensure a standardized professional level of facility operations is maintained system wide. As a member of the management team in FPCM, the Director of Facility Operations and Emergency Response plays a vital role in the successful implementation of Facilities upgrades and Maintenance Programs. Specifically, the Director of Operations & Emergency Response will:

- Review all maintenance Standards for all building components system wide.
- Develop and implement Emergency Response team and procedures systemwide.
- Develop Maintenance and Preventive Maintenance Standards for all Mechanical and Electrical equipment as well as Building Envelopes.
- Work with all campuses to develop and implement unified maintenance best practices approach.
- Develop and issue Maintenance system contracts.
- Develop a system and a mechanism to ensure that the Maintenance and operations standards are followed.
- Supervise a team who will manage the maintenance contracts system wide as needed.

## Other Duties

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- Provide professional expertise and technical assistance to the Vice Chancellor of FPCM as related to Facilities Operations.
- Supervise staff within the team including Engineers and Project Managers to deliver Facility management

standards and to manage Maintenance contractors. Manage and lead a team of professionals and coordinate with all campuses facilities teams.

- Provide comprehensive professional services in all facility maintenance disciplines for the benefit of the CUNY campuses and Central Office.
- Develop standard maintenance contracts, procure such contracts and administer their implementation in coordination with the campuses.
- Develop forecasted budgets for maintenance contracts in coordination with campuses.
- Provide technical assistance to college campuses on an as needed basis and work closely with New York City's Buildings, Fire, Environment Protection and Health Departments to ensure that campus facilities preventive maintenance are performed in compliance with City laws and codes.
- Direct the management and the timely response to maintenance service and emergency calls as needed.
- Develop and implement efficient Emergency response teams and procedures to respond to emergencies system wide including floods, fires, power outage, etc.
- Provide technical input as needed to resolving CUNY's code violations; Local Law 11 inspections; and elevator and escalator inspections, etc.
- Oversee college facilities operations at all CUNY colleges and campuses in condition with the individual colleges.
- Support the ongoing development for a greener and more sustainable facility operation.
- Represent FPCM at meetings within CUNY and with other government and quasi government agencies as needed.

## Qualifications

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### Minimum Qualifications

- A Bachelor's degree in Mechanical / Electrical Engineering or a related field.
- At least five years of Facilities operations experiences with an understanding of building engineering components, construction and Maintenance Standards.
- At least eight years of professional engineering experience including at least two years at a supervisory or managerial level at an engineering or facilities Management firm, public agency or related entity.
- Experience in project management, routine maintenance, preventive maintenance, construction economics, cost life cycle analyses, and financial management.
- A valid New York State Professional Engineer's License.
- Knowledge of related legislation, regulations, New York City and New York State codes and Board policies, procedures, and collective agreements.
- Knowledge of Maintenance Contacts Management.

### Preferred Qualifications

- Master's degree in Mechanical / Electrical engineering or related field.
- Project Management Professional (PMP) Certification.
- Ability to lead and manage teams and use strategic and tactical judgment to make decisions and handle various situations.
- Strong technical and analytical skills.
- Proven ability in promoting equitable practices which value inclusiveness and diversity.
- Computer skills, including email, spreadsheets, databases, project management and presentation

packages.

### **Core Competencies**

- Good organizational and planning skills.
- Excellent written and verbal communication.
- Ability to work on multiple design, construction and Maintenance projects at one time.
- Ability to work under pressure and to meet multiple deadlines.
- Ability to prioritize competing.
- Self and team motivator.
- Ability to set project priorities and adjust implementation strategies.
- Ability to work effectively with staff, associates, and internal and external constituents.
- Strong knowledge and understanding of operating and Maintenance budgets.
- Alert and observant and looking for ways to improve processes.
- Out of the box thinker, creative, inventive, and adaptable to situations.