The University of Texas at San Antonio

Job Description

Job Title: Assistant Vice President for Facilities – Engineering & Project Management

Code: 0482
Salary Grade: 23
Department/Division: Facilities Services
Reports To: Associate Vice President for Facilities

Summary

- **Function**: The Assistant Vice President for Facilities provides leadership and direction for project delivery teams in the University’s Office of Facilities, specifically in the Engineering and Project Management Department. Supports facility planning and oversees design, construction, inspection, and project management activities for University construction, renovation, maintenance and repair projects including all capital, institutional, and utility projects. Provides an interface with both in-house and out-sourced project management team members for successful management of all phases of project execution.

- **Scope**:

Duties

- **Typical**:
  1. Assists the Associate Vice President for Facilities in providing effective leadership in all aspects of facilities administration and management that includes planning and organizing actions, finding creative solutions, and acting as a catalyst for change.
  2. Assures that the department provides timely and cost-effective customer-oriented services to ensure effective delivery of facility and infrastructure projects.
  3. Assures compliance with all laws and regulations applicable to university facilities.
  4. Develops, plans and budgets to provide management with maximum information to develop new facilities at an effective life cycle cost and maximum efficiency consistent with project budgets.
  5. Oversees all phases of construction project management including project scheduling; resource acquisition, development and management; project costing, and project tracking and documentation.
  6. Oversees the development of project schedules to ensure timely completion of projects.
  7. Provides support for long-term planning for deferred maintenance programs; establishing priorities and funding requirements for projects;
assures effective delivery, monitors project schedules and expenditures.
8. Engages, plans and schedules subcontractors when needed to assist in maintenance, repair and construction requirements; conduct inspections to assure that work performed needs requirements.
9. Develops and reviews annual operating budgets; determines requirements for personnel, supplies, materials, equipment and maintenance contract hire; monitors expenditures to ensure consistency with departmental objective and compliance with established budgets.
10. Determines staffing levels based on project objectives and operational plans and schedules; oversees training and performance management for engineering and project staff; directs the setting of goals and priorities; and motivates and monitors staff’s progress.
11. Directs the in-house, design, drawing, and estimating services.
12. Oversees the Energy Conservation Program, energy management, utility services and supports sustainability
13. Oversees the management and/or administration of design, construction, service, and consultant contracts. In coordination with UTSA contracting, manages contract, amendment, and change order negotiations. Manages the selection of architectural/engineering/construction firms.
14. Assures implementation of customer service-oriented policies, procedures, and standards for all department operations.
15. Assures that university facilities are constructed or renovated according to plans, specifications, schedules and budgets.
16. Works with the University of Texas System Office of Facility Planning and Construction (OFPC) to improve capital project delivery process.
17. Serves as principal interface with University and external departments and agencies regarding design and construction activities and other issues.
18. Establishes processes to improve work efficiency and effectiveness.
19. Plans, develops and recommends new or revised policies and programs to meet the needs of the university.
20. Resolves personnel issues within the department.
21. Develops employee training programs and career ladders.
22. Manages organized record-keeping systems for projects, permits, drawings, and maintenance.
23. Assures accuracy and timeliness of reporting to external agencies.
24. Maintains liaison with The University of Texas System, and local and state agencies.
25. Works closely and successfully with all academic and administrative units of the university.

Perform other duties as assigned.

- Periodic:

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Education
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<td>Bachelor’s degree in business, engineering or a</td>
<td>Master’s degree in engineering, architecture,</td>
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<td>professional degree in architecture.</td>
<td>business or public administration or a related field.</td>
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**Other Requirements**

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**Experience**

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<td>Eight years of previous relevant facilities</td>
<td>Preferred qualifications in public higher education, a</td>
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<td>administration, construction, design or</td>
<td>thorough knowledge of State of Texas higher education</td>
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<td>facilities operations and management experience,</td>
<td>rules, regulations and procedures, and a working knowledge</td>
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<td>including at least five years facilities-related</td>
<td>of and experience within The University of Texas System.</td>
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<td>supervisory experience, in progressively responsible positions; and</td>
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<td>demonstrated collaborative and creative problem-</td>
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<td>solving skills. Must be a registered engineer or</td>
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<td>a licensed architect in the State of Texas.</td>
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**Security Sensitive**

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

**Internal Control**

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.