Position Announcement

Western Connecticut State University
Associate Vice President for Facilities Management & Planning

Western Connecticut State University is pleased to announce applications are being accepted for the position of Associate Vice President for Facilities Management & Planning.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

Position Summary: The Associate Vice President for Facilities Management & Planning (AVP/FMP) operates under the direction of the Vice President for Finance and Administration/Chief Financial Officer (VPFA/CFO) and is responsible for the development, planning, budgeting and implementation of the campus capital plan, the operation and maintenance of university buildings, grounds, utilities, and the associated compliance and safety programs. The AVP/FMP oversees a staff of approximately 100 employees that includes Capital Projects, Emergency Management, HVACR, Heating Plant, Plumbing, Electrical, General Maintenance, Carpentry, Locks and Physical Security Systems, Custodial, Grounds, and Fleet Vehicle Maintenance and Campus Card functions. This position, by attention to details, supports the mission and strategic plan for the University by ensuring maintenance of campus facilities, grounds, equipment, and fixtures that provide a safe and attractive environment for the campus community and supports student success and excellence. This position supervises professional and support staff.

Duties include:
1. Provides timely facilities data and serves as the technical advisor to the VPFA/CFO and the President’s Executive Council.
2. Prepares reports required by WCSU Executive Leadership, the Board of Regents, Department of Administrative Services, Department of Transportation, Department of Public Works, and other Federal and State agencies. Also provides timely reports based on routine walks and visual field inspections of the campuses.
3. Serves as a resource and campus contact person for all Department of Administrative Services Major Capital Projects. Takes a lead role in the development of project scope, schedule, budgeting, coordination of design and construction oversight for new construction, renovations, and deferred maintenance projects.
4. Is responsible for budgeting, planning, and providing analytical data of current capital projects, code compliance and infrastructure improvements, and deferred maintenance programs. Develops the annual capital improvement and deferred maintenance budgets and provides updates for the five-year facilities plan. This includes estimating costs, determining long range schedule and priority of projects.
5. Responsible for the development and management of the operating budget and resources for the operation of the physical plant, utility distribution systems as well as the budgeted resources for personnel, contract services, supplies, projects, and grants. Provide quarterly (and ad hoc) updates and budget projections. Reviews and approves all expenditures and monitors fiscal performance of the
Position Announcement

department and ensures compliance with all state and federal audits.

6. Responsible for ensuring the plans and specifications for alteration and renovation work contracted or performed by University Personnel meet code requirements, state regulations and procurement policies. Oversees processes to review project designs for adherence to program requirements, constructability, value engineering, cost estimating, commissioning, code compliance, long term facility serviceability & care as well as compliance with Campus Design Standards. Provides analytics regarding value engineering vs. cost cutting measures that may adversely impact the University.

7. Assists in drafting and directing requests for proposals, bids, procurement, and contract document preparation for facilities related contracts as well as Capital Improvements.

8. Collaborates with Property Management in the annual physical inventory of capitalized assets and controllable assets.

9. Formulates facilities program goals and priorities based on mission and needs of the University. Develops or assists with the development of related policies. Ensures all University standards and policies related to the Facilities area are documented and routinely updated with current information.

10. Responsible for submitting staffing requests to the VPFA/CFO for approval to ensure that staffing levels and skills meet the operational needs of the department. Ensures hiring, staff training, performance evaluations, and recommendations for promotion of staff meet the needs of the division and are in alignment with annual operating budget.

11. Assists in the development and implementation of the Facilities Master Plan. Oversees development and implementation of a comprehensive preventative scheduled and remedial facilities maintenance program.

12. Supervises the maintenance and operation of all vehicles, physical plant equipment, furniture, et al.

13. Evaluates and makes recommendations regarding the overall reduction in greenhouse gas emissions and the promotion of sustainability in operations and maintenance of the campus. Oversees and coordinates the development and implementation of an energy management, sustainability, and conservation program.

14. Provides for statutory and regulatory compliance in all facilities programs and operations. Supervises the development and coordination of the campus safety program (life safety, fire safety, hazardous materials management, compliance with State of CT, OSHA, and EPA regulations).

15. Serves as the lead campus expert in engineering matters and serves as the campus risk management designee relative to facilities. Identifies facilities risks and develops strategies in which the university can repurpose space for maximum utilization, and responsible for updating campus space inventory.

16. Actively participates as a member of the WCSU Facilities Space Allocation Committee and the Capital Planning Committee. Assess all space assignment/utilization requests and staffs a process that enables systematic consideration and decision making of the same.

17. Prepares for emergency response from all areas within Facilities Management and acts accordingly. Working with Executive Leadership, oversees the overall university Emergency Management plan and training programs.

18. Performs other duties and responsibilities related to those enumerated above which do not alter the basis level of responsibility of the position.
Position Announcement

Qualifications:
- Bachelor’s degree in a related field preferred and a professional license and/or Master’s degree and college/university experience highly desirable.
- Minimum of five (5) years of management experience in facilities management, administration, and planning.
- Demonstrated ability to provide organizational development and supervise a large diverse staff.
- Must be able to communicate effectively both orally and in writing.
- Demonstrated ability to manage budgets (operational & capital), develop complex and involved contracts, to negotiate these contracts with vendors and service providers, and to manage and monitor contracts in accordance with their terms and conditions, and applicable statutes, regulations, and policies.
- Demonstrated ability to make data driven decisions.

Work Environment: Incumbents typically perform their work in offices. The work involves extensive use of personal computers, but does not, normally, involve any significant physical effort. Reasonable accommodation will be made for incumbents and candidates with physical limitations.

Salary & Benefits: The hiring salary range is $134,661 - $168,327 and is commensurate upon candidates' experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at www.wcsu.edu/hr/benefits/. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WCSU is committed to providing a safe campus community. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

Application Process: Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line of email reference: Your Last Name – AVP Facilities Management. Application materials must be emailed to: hrpositions@wcsu.edu and must be received no later than Friday, November 17, 2023. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. http://wcsu.edu/diversity/affirmative-action-data-questionnaire/. Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at strokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer