

Inviting Applications and Nominations

Director of Facilities Services

UNIVERSITY OF WEST GEORGIA

The University of West Georgia is looking for a detail-oriented candidate to serve in a senior leadership role in Campus Planning and Facilities. **THE DIRECTOR OF FACILITIES SERVICES** provides administrative and strategic oversight for the daily operation and strategic direction of the University's Facilities Services program, including all maintenance, grounds, custodial, infrastructure, energy, and related systems and assets. The Director reports to the Associate Vice President for Campus Planning and Facilities.



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ABOUT UWG

Since 1906, the University of West Georgia has been home to those who seek a transformative college experience. UWG is a leading residential, doctoral comprehensive university that offers a broad undergraduate and graduate curriculum based on a liberal arts foundation.

Nestled on a picturesque 645 acres, the University of West Georgia is just 50 miles west of Atlanta. Serving more than 13,400 students across nine academic units, the University is known for its innovative academic programs and student-centered environment. It is a regional powerhouse with locations in Carrollton, Douglasville, and Newnan, Georgia. With students from 36 states and 69 countries, UWG is locally connected and globally relevant.

Perennially ranked by *U.S. News & World Report*, the *Princeton Review*, and *Colleges of Distinction* as a top national university, the University currently offers 92 programs of study: 45 bachelor's; 24 master's; six specialist; five doctoral; nine post-baccalaureate; two post-master certificates, and one undergraduate certificate.

The University of West Georgia generates a regional economic impact of more than \$632 million and provides a safe, quality, and affordable educational experience that transforms lives.

UWG has been recognized by the Carnegie Foundation for its institutional commitment to community engagement through teaching, research, and public service with the Community Engagement

Classification. UWG was one of only 119 U.S. colleges and universities to receive the elective classification in 2020 and joins the ranks of only 359 institutions nationally.

THE OPPORTUNITY

The Director of Facilities Services is independently responsible for all Facilities Services functions necessary to operate and maintain UWG's campus to quality and reliability standards with emphasis on service excellence, performance measurement, customer satisfaction, and safety.

DUTIES AND RESPONSIBILITIES

- The Director is responsible for effective planning, management, and operations of all physical facilities with over 2.8 million building square feet and 650 acres of land.
- The Director is responsible for the development, administration, management, and accountability of facilities budgets exceeding \$12 million.
- The Director ensures that financial resources, human resources, and facilities assets are appropriately deployed in support of the Strategic Plan.
- The Director supervises, engages, develops, and manages the performance of a team of more than 150 facilities management professionals including managers, skilled technicians, service workers, engineers, project managers, technical staff, administrative staff, and student employees.



EDUCATIONAL REQUIREMENTS

A Bachelor's Degree in Facilities Management, Engineering, Construction Management, Business Management, or related field, or an equivalent combination of training and direct experience with an unrelated Bachelor's degree.

Preferred Educational Qualifications

- Masters Degree in Engineering, Construction Management, Business Administration, Management, or related discipline
- Licensure and Certification: Licensed Professional Engineer and/or Facilities Management Certifications (SFP, FMP, CFP, CEFP, CFM)
- LEED Professional or LEED Green Associate

REQUIRED EXPERIENCE

- A minimum of ten (10) years of progressively responsible experience in Facilities Management and/or maintenance operations and a proven record of accomplishments and initiatives

- Three (3) years experience in planning, organizing and directing the work of a large journey-level work force consisting of multiple building, engineering, maintenance, and service trades
- Demonstrated experience in developing and implementing effective processes, procedures, and metrics to manage service excellence, facility performance, and operational effectiveness

Preferred Experience

- Five (5) years experience in a facilities management leadership role in a complex educational, institutional, or hospital setting, preferably in the University System of Georgia
- Proficiency in using facilities related computer applications such as Computerized Maintenance Management Systems (CMMS), Computer Assisted Facilities Management (CAFM) systems, AutoCAD/Revit, GIS systems, construction workflow applications, Building Management Systems (BMS), and Microsoft Project



KNOWLEDGE

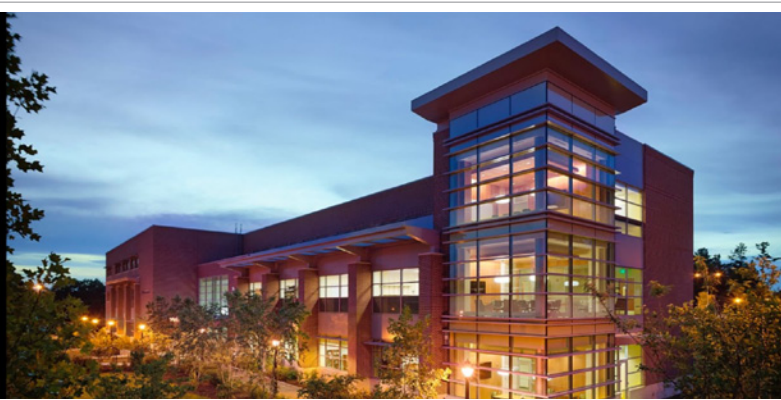
- Demonstrated understanding of complex facilities operations and the constituents they serve
- Extensive knowledge of operations and maintenance including testing and preventive maintenance procedures. Working knowledge and understanding of maintenance, custodial, and grounds management practices, procedures, and requirements
- Demonstrated knowledge in facilities management best practices, facility condition assessment, life cycle management, energy management, and application of facility performance indicators and assessment principles
- Working knowledge of various trades and systems related to facilities operations and an ability to work with management systems and a variety of skilled, service, professional, administrative, and industry personnel
- Demonstrated knowledge of APPA service levels and best practices for higher education facilities
- Demonstrated knowledge of procurement policies and procedures in a public university setting
- Knowledgeable of contemporary innovations and best practices involved in creating and maintaining an environmentally sustainable campus and committed to protecting the campus environment and conserving vital energy resources

SKILLS

- Demonstrates proficiency in business math and accounting practices.
- Demonstrates proficiency in computer applications including CMMS, Microsoft Office (Word, Excel, Powerpoint), email, and web-based applications.
- Demonstrates fluency with information technology and ability to effectively oversee data management and analysis, ensuring accountability in acquisition and utilization of facility information.
- Has excellent grasp of verbal and written communication principles and the ability to adapt and modify these skills to successfully match the targeted audience with the most effective form(s) in order to achieve the desired result.
- Maintains a positive disposition and promotes the interests of the University at all times.
- Develops and sustains effective partnerships with campus stakeholders, university leaders, USG System Office, vendors, and state and local leaders in support of departmental and university mission and values.
- Provides collaborative and innovative leadership in response to changing university needs in a higher education environment and works within existing governance structures to achieve positive results.
- Establishes organizational structures, clearly communicated roles, and policies/procedures to ensure timely and effective delivery of services.

ABILITIES

- Demonstrates ability to independently perform the wide range of complex and responsible management and technical assignments associated with facilities administration.
- Successfully applies the principles of evidence-based leadership and quality assurance.
- Demonstrates leadership abilities including but not limited to evaluating performance and use of sound judgement in recommended hiring, promotion, reclassification, disciplinary, and dismissal actions.
- Possesses a positive demeanor and the ability to instill a sense of teamwork that engages and motivates the workforce.
- Has ability to retain staff and hire new talent when required, including a commitment to workplace equity, diverse hiring practices, and to the development of an inclusive university community.
- Has ability to leverage information to proactively plan for preventive maintenance, construction projects and programs, work order management and execution, campus and project safety, and efficient utilization of human and capital resources.
- Has ability to drive service excellence, emphasizing the customer experience and empowering the facilities team to proactively pursue solutions to customers' needs and concerns within an environment of collaboration, positive interaction, service, stewardship, placemaking, and belonging.



*View the 2021-2026 strategic plan
"Becoming UWG" at <https://www.westga.edu/becominguwg/index.php>*

JOB DUTIES

- Directs all Facilities Services functions necessary to operate and maintain UWG's campus to the quality and reliability standards with an emphasis on quality assurance, service excellence, performance measurement, customer satisfaction, and safety.
- Plans, prioritizes, administers, and measures the deployment of university resources and assets (financial, human, knowledge, and physical) in fulfillment of the department and university mission.
- Provides consultation, advice, and liaison services between the department and internal and external points of contact. Participates in professional associations and various campus and system-wide working groups, task forces and committees.
- Measures facility performance and periodically reports findings and analysis to Department, University, and USG System Office leadership. Continuously improves quality of service, efficiency, reliability, organizational effectiveness, and employee engagement through a systematic process of planning, assessment, implementation, and change management.
- Commits to a safe and secure campus environment for employees, staff, faculty, students, and guests of the university. Promotes sustainability and complies with applicable rules, regulations, and policies.
- Serve as the primary point of contact for facilities emergencies, outages, and service disruptions. Directs rescue operations, security, damage assessment, and recovery operations during emergency response incidents. Must be available after-hours to respond to facilities emergency situations.

PHYSICAL REQUIREMENTS/ WORKING CONDITIONS

- A valid driver's license
- Visual acuity sufficient to conduct visual facilities inspections, view a computer monitor, and read detailed construction documents
- Ability to walk on uneven surfaces and lift up to 50 pounds
- Ability to work in hot and cold environments
- Ability to work nights and/or weekends to satisfy work requirements as needed



Living in Carrollton, “The City of Dreams,” offers the advantages of city life with a small-town vibe. This progressive community with Southern flair offers plenty of shopping, restaurants, nightlife opportunities, and cultural events. Named a City of Excellence in Georgia and listed as one of the

50 Best Small Southern Towns, Carrollton is the cultural, educational, health care, and commercial center for the west Georgia region.

At the heart of Carrollton is its historic downtown and Adamson Square lined with shops, galleries, and restaurants. Each season offers unique local events and opportunities for year-round recreation. Outdoor activities abound through award-winning spaces including an 18-mile paved walking and biking Greenbelt trail that encircles the city and passes through campus.

The city embraces the University’s students, faculty, and staff, and welcomes the diversity UWG brings to the community.

Invested in education with highly rated city and county K-12 systems, both city and county public school graduation rates are 90% and above and rank among the top in the nation by *U.S. News & World Report*.



LAURA BARNES



APPLICATION & NOMINATION PROCESS

Confidential inquiries are welcomed, and nominations are invited.

Applications

- 1) Application packet must include:
 - a) A letter of application that addresses the responsibilities and qualifications of the position
 - b) Current resume
 - c) At least four references with full contact information including e-mails (References will not be contacted without consent from applicant.)
- 2) Submit application packet (preferably as PDFs) to:
UWG-Facilities@myersmcrac.com

Additional information will be requested upon receipt of application.

Review of applications begins immediately.
Applications will be accepted until the position is filled.

Nominations

Submit nominations to:
UWG-Facilities-nominate@myersmcrac.com
with complete contact and e-mail information for the individual being nominated.

Kenny Daugherty, President of **Myers McRae Executive Search and Consulting**, is assisting the University of West Georgia with this search.



The University of West Georgia is an Affirmative Action, Equal Opportunity Employer, and strongly encourages the applications and nominations of women and minorities. University System of Georgia Board of Regents policy requires the completion of a background check as a prior condition of employment. The University of West Georgia does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, age, marital or veteran status, political affiliation, or the presence of a non-job related condition or handicap under Federal or State law.