



## Director, Building Engineering and Operations

### Job Description

#### JOB INFORMATION

<i>Job Code:</i>	181280
<i>Job Title:</i>	Director, Building Engineering and Operations
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May supervise student, temporary and/or resource workers.; Trains journeymen and other employees on specific skills and tasks as required.
<i>Job Family:</i>	Engineering/Technical
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	5 Manager

#### JOB SUMMARY

Responsible for overseeing, planning, and projecting all aspects of building and facilities operations (e.g., equipment, art installation, engineering, mechanical maintenance) for high-tech buildings (e.g., research lab facilities). Implements protocols to ensure proper maintenance of facilities to comply with health and safety regulations, and assesses and organizes equipment and engineering systems for repairs and updates. Oversees additional facility acquisition, build out, and management. Manages assigned staff to ensure high standards of service quality and customer satisfaction.

#### JOB QUALIFICATIONS:

##### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	
X		Specialized/technical training	

##### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

##### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	
	X	7 years	

##### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

##### Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Specialized/technical training with engineering systems.
X		Experience with mechanical systems and knowledge of building systems (e.g., HVAC, plumbing, electrical, environmental chambers, chemical storage, exhaust systems).

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in high-technical building setting with a 24/7 operation, fast-paced customer service, and diverse environment.
X		Knowledge of national, state, and local codes and accreditation standards.
X		Excellent written and oral communication skills.
	X	Demonstrated leadership ability.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees facilities operation, engineering systems, maintenance of building systems, and equipment installation within high-tech buildings. Manages, organizes, and schedules projects to maximize efficiency and to ensure project timelines are met.				
Directs the architectural planning for all changes to building site. Ensures that new facilities reflect and harmonize with long-term goals and assets of the facility, establishing preventative maintenance schedules for all mechanical systems, equipment installations, and projects (e.g., outside contractors' work) in all mechanical areas.				
Strategically develops policy, strategies, and short- and long-range plans, providing managerial direction to the architectural services, facilities planning, and engineering services functions of the department. Serves as principal architect responsible for architectural planning for changes to existing facility, use of open space, and new construction.				
Recruits, screens, hires, trains, and directly supervises all assigned staff. Evaluates employee performance and provides guidance and feedback. Trains journeymen and other employees on specific skills and tasks as required to maintain high technical building systems. Counsels, disciplines, and terminates employees as required.				
Maintains all records and reports necessary to comply with university, government, and accrediting agency standards, regulations, and codes. Develops and implements security-related procedures (e.g., opening and closing routines, recognition of duress signals, key controls), promoting and maintaining security-conscious standards and ensuring dissemination of security-related information.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
Campus Security Authority (CSA)			Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the

position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name	Signature	Date
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Print Manager Name	Signature	Date
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This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.