



Executive Director, Engineering and Asset Management Job Description

JOB INFORMATION

<i>Job Code:</i>	181915
<i>Job Title:</i>	Executive Director, Engineering and Asset Management
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through multiple layers of subordinate supervisors.
<i>Job Family:</i>	Facilities - Executive
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	3 Executive

JOB SUMMARY

Directs the programs, projects, activities and staff for all university buildings with respect to engineered building systems on the University Park and Health Science campuses. Designs, develops and directs the operations for all mechanical engineering issues throughout the university. Responsible for implementing master plan, overseeing campus utility infrastructure, high voltage, steam and chilled water distribution systems.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Bachelor's degree		
	X	Bachelor's degree	Architecture	Or
	X	Bachelor's degree	Engineering	Or
	X	Bachelor's degree	in related field(s)	

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		7 years		
	X	10 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		Extensive education and/or experience in architecture or engineering.
X		Managerial experience in related fields, with ability to train/develop staff.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated experience with construction documents and software (e.g., AutoCAD).
X		Excellent analysis, consulting and problem-solving skills.
X		Ability to interpret and apply all relevant policies, law and best practices.
X		Excellent written and oral communication skills.
	X	Directly related experience at a higher education institution.
	X	Experience with human resources processes.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees engineering analysis and design for all university projects. Guides and reviews all outside consultants' engineering analyses and designs to ensure quality and consistency with requirements. Plans, directs and reviews maintenance of all university buildings with respect to engineered building systems. Establishes goals, priorities, standards and schedules and assesses performance against said measures. Ensures quality workmanship and timely implementation of routine and scheduled maintenance in the most cost-effective manner.				
Serves as information resource for the university community and the public concerning unit programs/projects. Works closely with all relevant stakeholders (e.g., operations and maintenance staff, University Architect) to coordinate activities and provide ongoing engineering support and consultation. Reviews and recommends subcontractor involvement as needed and when cost effective. Ensures compliance with all regulatory and safety guidelines relative to mechanical engineering codes and standards.				
Directs the development of systems, methods, policies and procedures to facilitate efficient and effective program/project operations (e.g., Facilities Asset Renewal Program, Facilities Improvement Fund). Develops, promotes and monitors energy management programs to obtain the most cost-effective operations of facilities. Participates in university-wide long- and short-term strategic planning as assigned. Plans, develops and manages unit budget(s). Approves or disapproves expenditures.				
Oversees unit staff recruitment, hiring, orientation, training and supervision. Determines staffing needs based on unit goals and objectives. Oversees performance evaluation, ensuring consistent use of all applicable policies and procedures. Determines and/or recommends unit salary administration (e.g., raises) and approves all work guidance actions. Counsels, disciplines and/or terminates employees as required.				
Stays current with and ensures unit compliance with all university policies and procedures and applicable local, state and federal regulations. Establishes and maintains appropriate professional networks and stays current with relevant organizations and publications. Attends and participates in events (e.g., meetings, conferences) as a unit/university representative.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

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

Print Manager Name

Signature

Date

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.