

# Sam Houston State University Human Resources

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## Staff Classification Description – Vice President for Facilities Management

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**Skill Category:** Executive/Administrative  
**Position (Employee) Class:** 1M120 (E1)  
**Grade:** NC  
**Date:** 7/2020

**Department:** Facilities Management

**Educational & Experience Requirement:** Bachelor's Degree in Engineering or Architecture and Current Texas Professional Engineer or Architects License or ability to obtain through reciprocity required. Advanced degree in related field is desirable. A minimum of ten years of progressively responsible experience in facilities development and/or maintenance within large complex organizations.

**Nature & Purpose of Position:** Responsible for Facilities Management including organizes, directs and controls planning and construction, operations and maintenance of campus facilities and custodial and grounds services.

**Supervision Given & Received:** Reports to the President. Supervises the Director of Plant Operations, Director of Facilities Planning and Construction, Director of Building and Landscape Services and Director of Business Services.

**Primary Responsibilities:** Provide long-range vision and guide development of the campus master plan and capital outlay programs. Develop productive and effective relationships with internal and external partners to support the University's mission and accomplish its strategic goals. Interact regularly with a variety of campus departments and auxiliary organizations in planning and developing state and non-state capital outlay projects and related maintenance programs. Work closely with University Advancement in their efforts to raise gifts for capital projects. Responsible for the administration of grant programs for campus facility improvements. Lead a collaborative, disciplined, and effective operation by ensuring high reliability of campus facilities and critical infrastructure. Oversee, recommend, develop, and implement the University's comprehensive Campus Master Plan and strategies for allocation of space to meet organizational objectives. Lead design efforts for building projects, and establish principles and design framework for future campus development. Provide oversight for the development of plans, goals, objectives, timelines, policies, and procedures for completion of capital construction projects, and participate in the development of request for proposals, bids, and contracts for construction and facilities related services. Direct and guide on the most appropriate design solutions, proper selection of building materials, and suitable construction delivery methods to ensure that new and existing facilities meet both programmatic and functional needs, and budget and schedule constraints. Ensure timely procurement and management of architectural and engineering consultant services as well as construction management firms. Develop, monitor, and manage all aspects of the budget to assure the most efficient and effective use of university resources. Supervise and direct the physical operation and maintenance of the campus, including the financial, operational, and personnel management responsibilities for Facilities Management. Ensure appropriate technical expertise in management, staff, and the campus community on matters relating to maintenance and remodeling, including architectural trades, mechanical/electrical trades, engineering services, grounds, custodial, and central administration operations. Effectively manage organizational development, set goals and priorities, address safety issues, analyze performance factors, resolve personnel matters, and investigate complaints associated with facilities management. Develop and execute construction policies and procedures and act as the final authority on construction related matters. Ensure compliance with federal and state regulations, building codes, and Texas State University System (TSUS) policies and procedures related to facilities development and management. Responsible for real estate documentation, environmental compliance, and financial planning in support of capital outlay and plant management objectives. Act as the campus Executive Facilities Officer responsible for representing the University in dealings with TSUS Chancellor's Office regarding facility matters for community groups, elected officials, and local, state, and federal agencies. Perform other job-related duties and special projects as assigned. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

**Other Specifications:** The ideal candidate will also have a track record of progressively responsible professional and administrative experience involving space management, physical operations, and maintenance programs. Candidates should have thorough knowledge of the methods, practices, and

procedures of facilities planning, construction, and design; capital outlay and funding policies and practices as they relate to education or public institutions; and fiscal management, budgetary preparation, and control techniques. Must also be able to read, interpret, and formulate plans and specifications, prepare cost estimates, and analyze architectural plans. Experience dealing with architects, engineers, and other project specific personnel is required. Possess a demonstrated ability to establish and maintain productive working relationships with diverse campus stakeholders including the Chancellor's office, as well as with the broader community, contractors, and consultants. This leader will be able to skillfully apply a variety of SHSU and TSUS policies and procedures. Management style must be characterized by a commitment to collaboration and creativity. Must have the ability to initiate and foster constructive communication by maintaining positive, cooperative, and collegial relationships with key constituents. This leader will have demonstrated experience in handling customer service issues with a very high level of diplomacy and professionalism. A demonstrated ability to build relationships and the commitment to develop a successful department through teamwork and loyalty. Must be able to effectively work within the culture of a university environment, have intellectual curiosity and interest in participating in the academic and cultural environment, and have a demonstrated commitment to diversity. Experience in fiscal policy and management. A commitment to high ethical standards and confidentiality, with excellent oral and written communication and strong persuasive and advocacy skills. Exceptional personnel management skills, including a working knowledge of personnel management practices, recruitment, training, performance assessment and metrics management, as well as professional development, corrective actions, and progressive discipline. The intellectual capacity to understand problems from a broad perspective and discern the underlying causes of problems when developing solutions. Advanced knowledge of the methods and problems of organizational management and the principles and practices of facilities planning management. Must possess excellent time management skills with the ability to set priorities that coordinate with multiple assignments and fluctuating and time-sensitive deadlines. Thorough knowledge of procedures in facilities planning, building design, construction standards, construction procedures and materials; regulations and laws related to Federal, State, and local code; and strategic planning, analysis, monitoring, and administration of complex programs. A demonstrated ability to develop and implement appropriate policies and procedures for facilities and construction that meet the strategic objectives of the organization. This leader will also have a proven track record of effectively managing highly complex projects with a broad scope and impact. Experience successfully developing and implementing short- and long-term plans. Must possess the ability to read and interpret technical manuals, diagrams, and architectural, mechanical, and electrical drawings and specifications used in the building, mechanical, and electrical trades. Understanding of emergency management regulations and procedures and the ability to utilize campus resources during emergency situations. Must be able to work in and around construction sites, including ladder access; must be able to work outdoors in fields and in other natural areas.

This position may be designated as a Campus Security Authority (CSA).

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**