

Position Profile

Director of Facilities Carroll University

Carroll University seeks a seasoned and professional leader to manage all aspects of the physical plant, coordinate the development and implementation of a long-range master facilities plan, prepare and manage an operational budget, analyze and develop plans for the most efficient use of outsourced services, lead and provide oversight for capital projects, work with academic and administrative leaders to ensure the optimum condition of campus facilities, and foster a team environment.

Experienced ... Problem Solver ... Supportive ... Professional ... High Energy
Collaborative ... Detail-Oriented ... Strategic ... Communicator ... Collegial
Coach ... Integrity ... Hard Working ... Team Player ... Planner ... Results-Oriented

The Position

The Director of Facilities provides leadership and management of the operation, maintenance, and housekeeping of the physical facilities of the University, including all on-campus and off-campus buildings, grounds, and associated electrical, mechanical, heating, air conditioning, and plumbing systems. The Director works closely with academic and administrative leaders to develop annual, strategic, and long-range plans and budgets and ensures University expectations for the condition of the physical campus are met within the allocated budget.

Responsibilities:

- Manage all aspects of facilities and physical plant projects from concept through completion and coordinate activities; assign contractors/inspectors; monitor progress, cost, and quality; and resolve problems that might arise.
- Prepare an operational budget for fund requirements and continually monitor expenditures to ensure allocated funds are effectively utilized and expenditures are limited to the allocation.
- Continually monitor and report monthly on all operational activities of the facilities and physical plant to ensure mission requirements are effectively fulfilled.
- Prepare and maintain operational plans. Monitor and report on targeted benchmarks.

- Lead and provide oversight for capital projects, including the planning and executing of all small and large capital building projects for renovation and new construction.
- Coordinate the development, implementation, and maintenance of a campus long-range master facilities plan.
- Provide assessment and evaluation related to institutional property acquisitions and disposal opportunities (including gifts of property).
- Prepare personnel staffing requirements and plan and ensure all staff are properly assigned to work activities that are productive according to developed standards.
- Analyze and develop plans for the most productive and efficient use of outsourced/contracted services.
- Supervise staff in operational and administrative functions. Delegate to subordinates and manage accountability for satisfactory performance of assignments.
- Establish policies, rules, and procedures governing the operation, maintenance, and cleaning of campus facilities. Establish and maintain routine preventive maintenance and cleaning schedules, manage the facilities work order system, and maintain facilities drawings.
- Develop and implement safety and training programs for facilities and physical plant staff.
- Serve as a liaison with the Board of Trustee's Facilities Committee.

The Qualifications

Education and Experience:

- Bachelor's degree in construction, engineering, project management, or related field preferred
- Seven plus years of progressive facilities management experience (physical plant/construction/renovation/building project management) in an academic or similar organization with demonstrated success in developing a service-focused organization that includes supervision of a large staff.

- Demonstrated knowledge of leading capital project planning and management including early estimator skills, budgeting, planning, construction, and renovation.

Technical Skills:

- Experience in overseeing a facilities operation.
- Hands-on technical experience in one or more functional areas.
- Familiarity with facilities work order management systems and current desktop software.
- Implementation and management of preventative maintenance programs.
- Continuous improvement initiatives and practices of a complex facilities operation.
- Knowledge and understanding of city and municipal codes.
- Experience working with outsourced and contracted service companies.
- Development of short and long-term strategic plans.

Licenses/Certificates:

- Valid Wisconsin motor vehicle license and the ability to be insurable under the University's insurance plan.

Human Relations Skills:

- Effective verbal and written communication skills.
- Excellent organizational, administrative, multi-tasking, and project management skills.
- Proven ability to think strategically and tactically.
- Effective leadership, consensus-building, and decision-making skills.
- Commitment to coaching and mentoring staff development.

- Personal inclination for service and results.
- Willingness and ability to support and advance the University mission.

The University

Carroll University, a highly regarded, medium-sized private university, was the first institution of higher learning in Wisconsin. Founded in 1846, two years before Wisconsin became a state, and grounded in the liberal arts tradition, Carroll is affiliated with the Presbyterian Church (PCUSA) and affirms a mutual commitment to encourage intellectual curiosity, demonstrate excellence in education, and seek relevance in the quest of knowledge and its application in a complex global society.

President Cindy Gnadinger assumed office in July 2017. She is leading the development of a new strategic plan that will drive the institution's ongoing progress in program growth and academic quality enhancement.

The University's educational philosophy is sustained by four pillars: integrated knowledge, gateway experiences, lifelong skills, and enduring values. These pillars support the "Carroll Experience" and the vision for students to achieve a lifetime of potential. With an Ethos that embraces respect, integrity, and stewardship, Carroll values the diverse cultural, multi-national, religious, and ethnic composition of the entire University community.

Over the past decade, the University has grown significantly in programs and enrollment. With approximately 3,500 full-time and part-time undergraduate and graduate students, Carroll is comprised of the College of Health Sciences, the College of Arts and Sciences, and the School of Business. The University offers more than 95 areas of study, multiple graduate degrees and one doctorate degree. Carroll is home to 22 NCAA Division III athletic teams and competes in the nationally-recognized College Conference of Illinois and Wisconsin.

For additional information about Carroll University, please view the website links below:

[Homepage](#)

[Fast Facts](#)

[Mission and Purpose Statements](#)

[Leadership](#)

The Location

The University is located in suburban Waukesha, 16 miles west of Milwaukee. Waukesha County annually ranks as one of the most highly educated, healthiest, fastest-growing, and wealthiest counties in the state of Wisconsin. The campus is nestled in a residential neighborhood within a 12-minute walk to the historic downtown. This charming riverfront city is filled with art galleries, boutique shops, and many unique restaurants and coffee shops. In 2012 the city was ranked in the top 100 for “Best Communities in the United States for Young People” by America’s Promise Alliance and “100 Best Places to Live” by *Money Magazine*.

The city is a short distance from Wisconsin’s largest city, Milwaukee, and the Lake Michigan shoreline. Milwaukee was rated one of the top 15 emerging downtowns in the United States in 2013 by *Forbes*. The convenient access to urban life provides a multitude of opportunities for the arts, dining, shopping, museums, and sports. Wisconsin’s state capital, Madison, is located 60 miles to the west, and the world-class city of Chicago is located 90 miles to the south. Both are easily accessible by car or train.

The Invitation

Application, nomination, confidential conversation.

To apply, please submit a complete resume and letter of application. The letter should summarize your qualifications and the accomplishments that reflect the skills, background, and experience to be successful in this key position. Successful applicants will provide specific examples of past work experience as it relates to the position responsibilities and qualities listed above. Send your application materials to me at the email address below. The deadline for receipt of applications is Friday, March 15, 2019.

I would welcome your **nomination**. If you would like to help a colleague discover a new opportunity, simply forward the name and any contact information to me at the email address below. I’ll do the rest. Or, call me at 570-484-6414.

To arrange a day and time for a **confidential conversation**, simply email me at the address below.

Thank you for your consideration,

Gary R. Rhoads, Search Consultant
grhoads@strategicsearchadvantage.com
570-484-6414

Carroll University is an Equal Opportunity Employer. The University does not

discriminate in any manner contrary to law or justice on the basis of race, color, sex, age, religion, sexual orientation, national origin, disability or veteran's status in administration of programs or in the employment of faculty and staff.