

DIRECTOR OF FACILITIES, GROUNDS AND SAFETY**DEFINITION**

This is a single-position class which has managerial responsibility for the planning, organizing, directing, and coordination of facilities repairs, maintenance, and construction; landscaping; custodial services; environmental health and safety; and campus security for the Mānoa Campus. A position in this class is responsible for providing leadership, direction, and control of the management of various infrastructure support programs and physical plant operations at the Mānoa Campus. Work involves directing subordinate managers and staff in developing short and long range goals and objectives; budget preparation including capital improvement projects; overall program planning and administration; developing and implementing new and/or revised policies and procedures; and ensuring that all program activities are in compliance with various federal and state laws and city and county ordinances and codes. A position in this class has overall final authority for campus support activities and programs.

Responsibilities include determining organizational and program priorities, staffing, and financial resource requirements to meet the short- and long-range plans of the Mānoa Campus; directing the preparation and analysis of special studies requested by the Board of Regents, legislators, federal and state agencies relating to programs at the campus; serving as the systemwide consultant on special projects such as new campus development, faculty housing projects as assigned by the Senior Vice President for Administration; etc.

Work requires extensive experience in administering physical plant operations, facilities maintenance and repair, and auxiliary type services associated in a large diverse organization. Extensive knowledge of principles and practices of organization and management; fiscal and budgetary management in a large organization characterized by various sources of funding; applicable federal and state laws; and personnel management. Ability to plan, organize, and direct a large and diverse operation involving various support programs in a post-secondary education institution; establish and maintain effective working relationships with executive and managers, staff, student representative, legislators, Board of Regents, federal and state agencies and the general public; develop and implement policies and procedures; communicate effectively both orally and in writing; and supervise a diverse workforce through subordinate managers. Work is reviewed by the Senior Vice President for Administration on the basis of results achieved.

The establishment of the class, Director of Facilities, Grounds and Safety is approved.

Kenneth P. Mortimer
President, University of Hawai'i and

Chancellor, University of Hawai'i at Mānoa

Date