Date: \_\_\_\_3/2022\_\_\_\_\_\_ 220222022222022\_\_\_\_\_\_\_\_\_\_

**CORNELL UNIVERSITY**

**STAFF POSITION DESCRIPTION**

**General Information**

|  |
| --- |
| **Position General Information:** [ ] New Hire/New Position [ ] Update to Current Position |

|  |  |  |  |
| --- | --- | --- | --- |
| Current Incumbent, if any: |   | Position #: |  |
| University Job Title: | Director Facilities (College/Unit) | Pay Band: | H |
| Working Title (if different): |  | Exempt: [x]  | Nonexempt: [ ]   |
| Department Name: |  | Dept Code: |  |
|  |  |  |  |
| Immediate Supervisor’s Name:  |  |
| Supervisor’s University Job Title: |  | Pay Band: |  |
| Working Title (if different): |  |

|  |
| --- |
| **Culture of Inclusion and Community Standards**: Skills essential for individual and organizational success. |
| [REQUIRED] As a university founded to be a place where “…any person can find instruction in any study,” diversity and inclusion are at the core of our values and mission. We strive to be a welcoming, caring, healthy, and equitable community where students, faculty, and staff with different backgrounds, perspectives, abilities, and experiences can learn, innovate, and work in an environment of respect, and feel empowered to engage in any community conversation. As a member of the Cornell University community, it is important to recognize our shared responsibility to each other to cultivate a culture of inclusion for all. [Cornell Core values](https://www.cornell.edu/about/values.cfm)[REQUIRED] As a people manager and university leader you will model and support a culture of diversity, equity, inclusion, and wellbeing by fostering an environment where everyone has the ability to thrive and navigate work and life’s challenges because they feel like they belong and have the tools and support they need.     [REQUIRED] While position responsibilities vary greatly, the Skills for Success and Leadership Skills for Success are foundational to what is expected of every employee and leader working at Cornell.  These skills are essential for individual and organizational success. [Staff Skills for Success](https://hr.cornell.edu/professional-development/performance-0/skills-success); [Leadership Skills for Success](https://hr.cornell.edu/professional-development/performance/leadership-skills-success) |

|  |
| --- |
|  **Department Background:** Provide a brief overview of your department/unit.  |
| [OPTIONAL] College/Unit Statement[OPTIONAL] Department Statement[OPTIONAL] Function Statement |

|  |
| --- |
| **Rewards and Benefits**: Highlight the unique benefits offered by Cornell and specifically to the position. |
| Competitive compensation, generous time-off, and great benefits …[More on Cornell Benefits](https://www.hr.cornell.edu/benefits/) |

**Position Summary**

|  |
| --- |
| **Position Summary**: Explain the purpose for the position and summarize the responsibilities to include in job ad. |
| [REQUIRED] While position responsibilities vary, all people leaders are expected to foster a culture of belonging and a psychologically healthy work environment by being trustworthy; respecting all individuals; being flexible; supporting work/life integration as well as healthy boundaries; inviting new ideas, alternatives, and perspectives; speaking up and taking action if others are being excluded or treated inappropriately; and recognizing the contributions of others.  [OPTIONAL] Campus Collaboration[OPTIONAL] Success FactorsDirector of Facilities serves as college/unit strategic partner with dual reporting relationship to Central Facilities, for mid-sized to large college/unit to ensure alignment in accordance with Cornell processes. Develop and cultivate partnership with zone service providers to ensure work is completed in alignment and in accordance with Cornell processes and vision. Direct and manage strategic implementation maintenance operations while cultivating strong partnerships with key stakeholders. Develop recommendations and strategies to implement maintenance activities in collaboration with central Facilities for strategic planning and alignment. Develop short- and long-term strategies for annual and periodic building and systems condition assessments while advocating and prioritizing needs for routine and planned maintenance including forecasting maintenance needs in collaboration with a wide variety of stakeholders. Develop and implement communication strategies in alignment with Central Facilities and University goals and mission for safe and consistent practices. Develop project feasibility and determine priorities for assigned college/unit. Navigate relationship with key stakeholders to prioritize needs and direct project alignment to college/unit and central facilities goals. Lead vendor and community relationships. Develop annual budgets and capital planning process for project plans while negotiation expenses and leading strategies for cost efficiencies.Provide leadership and expertise for the mid-sized to large college/unit in the management and use of existing facilities, and in short- and long-term planning for the renovation of existing facilities or the construction of new facilities. Key success criteria: Possesses full spectrum of facilities management expertise and stellar customer service management, proven solid decision and critical thinking skills, demonstrated ability to develop engaged teams, and the ability to maintain effective communication and strong relationships while managing multiple priorities.  |

|  |
| --- |
| **Required Qualifications:**Specify required minimum equivalency for education, experience, skills, knowledge, etc. **Position Competencies/Skills:**Job related knowledge, skills, abilities, and behaviors that contribute to success.   |
| * [REQUIRED] Experience in and/or demonstrated commitment to supporting diversity, equity, access, inclusion, and wellbeing.

**(Pick List Items – REQUIRES a selection of at least one):** * Demonstrated skill in understanding of cultural differences.
* Proven experience connecting diversity, inclusion, and wellbeing practices to business goals.
* Bachelor’s degree in Facilities Management or Construction Technology or related field with at least ten years’ experience in facilities management or equivalent combination of education and experience.
* Must possess strong leadership skills and demonstrated experience supervising and developing staff.
* Must demonstrate excellent oral and written communication skills in order to effectively partner with and engage stakeholders as well as empower a strong team environment.
* Must be able to make sound decisions and navigate through ambiguous situations.
* Experience with spreadsheet, database and project software required (such as MS Excel, Access, Project).
* Must have and maintain a valid driver’s license; may be required to operate a motor vehicle (your own vehicle or Cornell-owned) to travel to/from job sites.
* Must successfully complete a background check
 |
| **Preferred Qualifications:** Specify preferred specialized education, field and/or certifications. |
| * Experience in a University or Institutional Facilities Management environment is a plus.
* Advanced degree or additional professional experience in a related field
* Prior experience performing facilities related work in a large-scale or highly complex environment
* Previous experience working in an academic or campus setting
* Project management or project lead experience
 |

**Position Responsibilities**

|  |
| --- |
| **Position Responsibilities/Essential Functions:** List the responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position.  |
| [REQUIRED] List each responsibility and associated percent totaling 100% | Approximate % of time, Annualized |
| **Capital and Space Planning**Provide leadership and expertise for the mid-sized to large college/unit in the management and use of existing facilities, and in short- and long-term planning for the renovation of existing facilities or the construction of new facilities. Work collaboratively and proactively with department stakeholders and leadership to develop short and long-range plans for allocating and renovating existing facilities, including academic departments and service units. Serve as a subject matter expert and leader on issues related to priorities, feasibility and advisability, costs, processes and timeframes, taking into consideration departmental or unit locations, functions, and long-term direction and logistics.Collaborate with college/unit leadership and stakeholders, and partner as appropriate with central facilities, to develop, maintain and recommend infrastructure changes necessary to ensure an effective, efficient, and safe workplace in compliance with applicable University, State and Federal policy. Develop a long-term capital plan for mid-sized to large college/unit; participate in the analysis and definition of long-term capital plans, making use of existing plans and major current or future infrastructure issues. Counsel on issues related to priorities, feasibility and advisability.*College/Unit Specific duties, if applicable:* | % |
| **Logistics Operations**Direct and oversee operational procedures related to improving effectiveness and efficiency of workflows for shipping/receiving functions including vehicle maintenance, DOT compliance, intra-campus deliveries, and mailings.*College/Unit Specific duties, if applicable:* | % |
| **Maintenance Operations**Serve as a unit facilities director with direct reporting and responsibility to Central Facilities. Partner with VP for Facilities, or designee, and other key Central Facilities stakeholders to ensure maintenance operations align with university-wide vision and goals.Develop facility plans for mid-sized to large college/unit or Central Facilities area and strategize short- and long-term plans. Implement building condition assessments while advocating and prioritizing repairs and maintenance needs in partnership with Central Facilities stakeholders. Develop and cultivate relationship with a wide variety of stakeholders to develop and strategize implementation of repair and maintenance needs for assigned college/unit or Central Facilities area(s); oversee and ensure compliance with University approval processes and applicable building codes as well as alignment with University goals. Direct, prioritize and implement direct maintenance operations of mid-sized to large college/unit or Central Facilities area; plan and lead major work activity and strategic development through partnership with Central Facilities and University alignment. Develop strategic planning in alignment with Central Facilities and stakeholders for mid-sized to large college/unit or Central Facilities area; manage financial reporting and budget alignment and advocate and negotiate budgetary changes to adhere to project expectations.*College/Unit Specific duties, if applicable:* | % |
| **Communication/Partnerships**Serve as strategic partner for mid-sized to large college/unit with stakeholders and central facilities to advocate, strategize and implement facility needs.Develop, prioritize and implement communication strategies in alignment with central facilities and University goals and vision to foster effective relationships with a variety of stakeholders including building occupants, colleagues and customers both within college/unit and central facilities. Cultivate partnerships with various key stakeholders to guide, communicate and ensure repairs and prioritization meet expectations and building code compliance, liaison with college/unit leadership and academic staff, central facilities, and building occupants/customers to meet and resolve needs.In alignment with desired department/unit goal, navigate relationship between faculty, staff and students to develop and implement facilities priorities and laboratory requirements related to space and equipment. Assess and evaluate highly visible and high-risk issues, determine process of elevation to liaison with college/unit leadership and academic staff, central facilities, and building occupants/customers to meet and resolve needs.*College/Unit Specific duties, if applicable:* | % |
| **Budget & Project Activity**Develop project feasibility and analysis for mid-sized to large college/unit or Central Facilities area; determine priority planning and secure funding; navigate relationship with key stakeholders on project direction and alignment with college/unit goals and mission.Collaborate with Central Facilities leadership and key stakeholders to develop and align mid-sized to large college/unit or Central Facilities area; manage financial reporting and alignment of budget advocating for budgetary changes and negotiating expenses in adherence to project budgets for construction, renovation and routine maintenance of large-scale facilities.*College/Unit Specific duties, if applicable:* | % |
| **Safety and Code Compliance**Ensure implementation of rules and requirements and safety training programs as mandated by building code compliance and in adherence to University policies, federal, state and regulations; direct resolution of building occupants/customers needs.Assess and enforce safety, health, environmental, and code issues which may involve fire code inspections, laboratory area safety affecting building occupants. Develop strategic plans for assessments of building conditions, advocating and prioritizing needs for routine and planned maintenance and capital projects in alignment with University goals.Direct security management, develop procedures for access control, keys, camera system oversight and delivery/storage of hazardous materials. Develop and enforce accurate and timely maintenance of records.*College/Unit Specific duties, if applicable:* | % |
| **Supervision** Direct and manage strategic direction of staff and major work activities; set staff expectations, assess performance; provide department vision and related professional development and succession planning opportunities while striving to develop effective team culture; ensure the implementation of required safety and training programs adhering to university policies, federal, state and local regulations, adhering to any applicable Collective Bargaining Agreements.*College/Unit Specific duties, if applicable:* | % |
| *College/Unit specific duties, if applicable:* | % |
| **Other position-related responsibilities** [REQUIRED] Participate in projects with occasional work responsibility falling above or below current classification. [OPTIONAL] Other position related responsibilities  | % |

|  |
| --- |
| **Position Leadership/Management Responsibilities:** For positions with responsibilities focused on managing the work of others and developing others. [REQUIRED FOR THOSE THAT SUPERVISE OTHERS] |
| Number of Direct Reports | \_ Exempt | \_ Nonexempt |
| Number of Indirect Reports | \_ Exempt | \_ Nonexempt |
| Number of Student/Temporary  | \_ Exempt | \_ Nonexempt |

**Work Designation**

|  |
| --- |
| **Work Designation:** Assessment of position’s primary setting for performing work. Please select one. |
|[ ]  Fully Onsite | Positions requiring 100% on-site presenceMay be able to occasionally work remotely – business continuity |
|[ ]  Hybrid Remote | Positions with the ability to regularly be performed at least partially remotelyIncludes seasonal hybrid, variable hybrid, and consistent hybrid |
|[ ]  Fully Remote | Positions within/outside of New York State which can be performed 100% remotelyMay be asked to travel to campus periodically |

**Essential Working Conditions** (*after considering reasonable accommodations)*

**Physical (lift/carry/push/pull):** Choose an item.

**Visual:** Choose an item.

**Hazards:** Choose an item.