

JOB DESCRIPTION:	Assistant Vice President Facilities & Operations		
DEPARTMENT:	Facilities & Maintenance		
REPORT TO:	Vice President for Business Affairs		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#121000	DATE APPROVED:	20-OCT-2021
		DATE MODIFIED:	13-JUN-2026

SUMMARY: Manages, supervises and evaluates the operations and activities of all facilities, buildings, grounds, vehicles, and equipment throughout the University.

DUTIES:

1. Provides input into the planning, design and construction of new facilities.
2. Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies and operating procedures for the care and maintenance of the University's buildings, facilities, grounds, vehicles, and parking areas.
3. Designs, establishes and maintains staffing and an organizational structure to effectively accomplish the departmental function.
4. Plans, directs and supervises work activities of supervisors to ensure adherence with established performance and quality standards.
5. Develops budgetary requirements and prioritizes facilities projects based on available resources. Creates annual budgets for maintenance and renovations.
6. Identifies, assesses and prioritizes deferred maintenance needs for all buildings, grounds, and campus infrastructures.
7. Establishes and supervises preventive and emergency maintenance programs. Reviews and investigates requests and/or complaints of work performance.
8. Works closely with project initiators to ensure that design specifications are in accordance with objectives.
9. Reviews and assesses project and work order requirements.
10. Collaborates with senior administration, determines departmental priority for in-house and/or subcontract status.
11. Represents the University to governmental agencies and vendors.
12. Interfaces with the Board of Regents, New Mexico Higher Education Department, and the State Board of Finance.
13. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
14. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree with 7 years of related experience, or Associates degree with 10 years of related experience, or high school diploma/GED certificate with 15 years of related experience. Related experience may include any of the listed job duties. Professional Engineering Certification preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of all applicable local, state and federal building codes, statutes, and

regulations to include LEED standards. Knowledge of project management, construction methods, personnel management, specification writing, contract administration, fire codes, building codes and ADA compliance. Ability to read and interpret sketches, diagrams, blue prints and schematics. Must be knowledgeable of University policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

1. **Working Conditions/Physical Demands** (With or Without Accommodations): Must be able to work in conditions that include extreme temperatures, dirt, dust, fumes, smoke, and/or loud noises. Ability to lift, push or pull objects weighing over 50 pounds. Normal office, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to lift normal office equipment and materials. May be required to work additional hours or days depending on circumstances.
3. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)