Reporting to the Vice President and Chief Operating Officer, the Director of Facilities (DOF) serves as a senior member of the College’s administrative leadership team. The DOF serves as the chief facilities officer and has primary responsibility for all of the College’s physical assets, including grounds, administrative buildings, academic buildings, residence halls, infrastructure and all off campus, college owned properties. Facilities comprises a diverse workforce, and the entire College is strongly committed to inclusion, equity, and justice. In collaboration with academic and administrative leaders, the DOF plays a major leadership role in supporting the College’s teaching, research, and student life activities through the implementation of a comprehensive and strategic approach to developing, enhancing, and sustaining the physical plant.

First consideration given to those who apply before August 27, 2021.

**SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

**RESPONSIBILITIES:**

- Develops an integrated, strategically aligned facilities organization demonstrating and supporting a commitment to client services. Provides senior level direction for all major Facilities projects. Directs the daily operations of all areas of the Facilities Management Department and ensures that all work supports and is consistent with institutional standards.

- Provides leadership and management to all Facilities Management employees (including staff, administrators, and union employees), with approximately 7 direct reports in the areas of Operations & Maintenance; Resources, Transportation & Rentals; Custodial Services; Grounds, Planning, Design & Construction; Utilities Management; Environmental Health and Safety; and Energy.

- Leads initiatives to standardize the operations, maintenance, renovation and construction of campus buildings. Manages implementation of the College’s Master Plan. Manages the prioritization of maintenance, capital renewal and sustainability projects.

- Establishes Facilities goals and objectives, allocates resources, controls operating expenses, and ensures efficient operation of all departmental functions with sound maintenance practices. Manages annual budget of over $14 million including salaries and benefits, operating expenses, and major renewal and replacement projects. Secures funding as appropriate.
• Establishes and implements Facilities policies and procedures to support the College’s Mission. Provides strategic leadership by aligning Facilities Management’s performance and its mission statement with the College’s culture, expectations, and long-range plans.

• Collaborates with faculty, staff, students, and trustees on sustainability projects. Provides leadership as the College establishes long-range sustainability goals.

• Develops and sustains partnerships with key on and off campus clients, including divisional vice presidents, neighborhood, city, state and federal agencies. Represents Facilities information and reports to senior administration and the Board of Trustees relative to all Facilities Management projects.

• Ensures the periodic measurement and evaluation of Facilities performance to ensure continuous quality improvement and the highest level of customer service.

• Provides resources and support for professional development to all Facilities Management employees. Ensures that all Facilities employees are appropriately trained and maintain the skill levels required for the job functions.

• Ensures that all safety practices and procedures are adhered to. Consistently enforces the safe work environment of all Facilities employees and ensures that on-going safe work practice training occurs.

• Primary College liaison with outside agencies, including City of Los Angeles planning, building and safety, OSHA, health department, and LAFD.

QUALIFICATIONS

QUALIFICATIONS:

• An undergraduate degree in architecture, engineering, business, or public administration, planning, or a closely related field is preferred, or the equivalent combination of experience and education.

• Must possess minimum of seven years of experience in management and administration in an academic, healthcare, or corporate organization. Experience in facilities management at a college is preferred. Requires thorough knowledge of all aspects of managing and maintaining a physical plant environment and facilities organization.

• Experience must include supervising facilities planning, design, and/or construction management. Broad knowledge of grounds, maintenance, building repair, alterations, utilities, and all related areas required. A demonstrated record of success completing capital programs is strongly preferred.

• Requires extensive experience in developing and managing a service-oriented facilities organization. Specific experience in change management, preferably within an institutional setting, is highly preferred.

• Must have familiarity and experience with overseeing energy conservation and environmentally friendly construction and renovation initiatives. Prefer experience working with related academic programs.

• Requires excellent verbal and written communications skills to relate to all members of the campus community. Must demonstrate the highest level of tact, diplomacy, and confidentiality in all professional matters. Requires ability to work in a highly complex, fast-paced, deadline driven environment with changing priorities.

• Outstanding leadership ability at the senior level to successfully direct all levels of employees including administrators, supervisors, staff and bargaining unit personnel. Should have a proven track record of
investing time in others to help them grow and develop their skills and abilities. Must have the ability to
give honest and direct feedback, perform reflective listening and empathy and have a respectful attitude.
Should strive to create a culture of excellence and continuous improvement.

- Must have a demonstrated commitment and ability to effectively lead a diverse workforce and to serve
  a diverse student body with members from minoritized and marginalized social groups.
- Requires strong fiscal management background with ability to identify, manage and allocate significant
  resources and budget.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the
position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or
applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression,
pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital
status, physical disability, mental disability, medical condition, genetic characteristic or information, military
and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly
committed to increasing the diversity of the campus community and the curriculum, and to fostering an
inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive.
Candidates who can contribute to this goal through their work are encouraged to identify their strengths and
experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from
groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available
that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse,
domestic partner, and dependents; additional extras including use of gym facilities and the College Library.
For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/human-
resources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner
consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair
Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with
qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the
application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires
that all candidates who have received a conditional offer of employment complete an application form (if they
have not already done so) and consent to a background check. Satisfactory completion of a background check,
along with pre-employment verifications and references are required as a condition of employment, but only
as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.