



## **Assistant Director - Facility Operations**

### Centers at DePaul University

**Contact Name:** Ashley Sims

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**Closing Date:**

**Salary:** \$52,000 - \$60,000

#### **Description:**

##### **Job Summary**

The Assistant Director assists with facility operations including supervising student maintenance staff, coordinating and conducting preventive maintenance and repair, facilitating departmental sustainability efforts, managing custodial services, and serving as the primary liaison to the client's facility operations unit.

This position will work on-site at our DePaul University client location in the Lincoln Park neighborhood of Chicago, IL. Since the opening of the Ray Meyer Fitness and Recreation Center in 1999, CENTERS has provided recreation management services to DePaul. DePaul is an innovative Catholic, Vincentian university anchored in the global city of Chicago and is dedicated in making education accessible to all, with special attention to including the underserved and underrepresented communities.

#### **Essential Functions:**

- Collaborate with the Associate Director and university trades on general facility repairs; Coordinate general facility in-house inspections and maintenance
- Schedule and track repair service for all fitness equipment and stock necessary parts, tools, and equipment
- Train staff to properly conduct preventative maintenance on equipment, conduct minor repairs and identify problems to be repaired by a third-party vendor
- Assist in planning and administering Maintenance Days facility closures
- Oversee pool maintenance, and annual inspection
- Manage the procurement of all facility related consumables for the department; Research and recommend fiscally and environmentally sustainable products
- Serve as the primary contact for university housekeeping and third-party janitorial service; Communicate special cleaning projects, emergency needs, and facility schedules as needed
- Assess facility policies and procedures to maximize departmental sustainability impact
- Collaborate with other full-time staff members, campus partners, and CENTERS colleagues on various projects, work teams, and committees
- Responsible for the preparation, forecasting and monitoring of income and expense budgets

- Prepares and delivers required and requested reports and data to the client and CENTERS central office
- Oversee facility locker operation and provide necessary locker repairs
- Complete quarterly and annual reports for areas of supervision

#### Staff Supervision:

- Hire, train, schedule, supervise, and appraise the Maintenance Assistant position; comply with department and university student staff supervision protocol
- Responsible for approving timecards and preparing necessary documents/reports for bi-weekly payroll
- Prepare, monitor, and approve student payroll budget

#### Site Specific Responsibilities:

- Collaborate with Facility Operations and the Center for Students with Disabilities to ensure Campus Recreation is compliant with federal regulations
- Oversee the preventive maintenance program for fitness equipment at Ray Meyer Fitness & Recreation Center and Loop Fitness Center
- Provide support to student building managers and staff where necessary, including large scale rentals and special events

### **Qualifications**

#### Education and Experience:

- Bachelor's degree or 6 or more years of work experience required; Master's preferred
- Demonstrated experience within facility operations, managing and maintaining facilities or equipment
- Current American Red Cross CPR/AED/FA certification (or willing to obtain)
- Current American Red Cross CPR/AED/First Aid Instructor certification (or willing to obtain)
- Demonstrated experience in developing and implementing policies and procedures

#### Skills and Abilities:

- Human resource management abilities
- Leadership and supervisory abilities
- Ability to work as part of a professional team that collaborates effectively with colleagues
- Entrepreneurial spirit and enthusiasm
- Analytical skills to: identify problems, assess alternatives, render consistent, logical decisions
- Ability to work independently
- Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles

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