



## Job Description

### **Assistant Director of Facilities**

The University of Pennsylvania Carey Law School is one of the nation's oldest and most distinguished law schools. At its West Philadelphia campus, the Law School serves more than 900 students and is home to approximately 70 full-time faculty, dozens of visiting and adjunct faculty, and 150 staff members.

The campus is comprised of four adjoining buildings surrounding a Courtyard. The historic Cope & Stewardson building, Silverman Hall, opened in 1904; Gittis Hall in the 1960s; Tanenbaum Hall, housing the Biddle Law Library alongside classrooms, student offices and departments, opened in 1994; and Golkin Hall, on Sansom Street, dedicated in 2012. The physical plant is well-utilized not only for classes but also for speaker series, lectures, and conferences. We seek an Assistant Director of Facilities who is dedicated to the idea that a clean, comfortable, and well-maintained physical plant and well-ordered systems of maintenance and facilities management contribute significantly to the education of our students and the productivity of our faculty and staff.

Reporting to the Director of Facilities, the Assistant Director of Facilities (AD Facilities) contributes daily to the efficient running of these buildings and their systems. The AD Facilities serves as the liaison between building occupants and all University Departments and outside vendors responsible for, or having to do with, building operations. Responsibilities include:

#### **Building Operations and University Services**

Supervise, coordinate, and administer all operations. Oversee maintenance, repair, renovations, housekeeping, safety and security in assigned buildings, and surrounding grounds, with the objective of insuring optimum service delivery.

Troubleshoot problems, recommend and implement solutions to problems and emergencies.

Prioritize building needs and communicate those priorities to our service providers. Coordinate utility shutdowns and emergency drills. Maintain on-call status in case of utility shutdowns, emergencies, service requests, or investigations in assigned buildings. Communicate status of repairs, interruptions to utility service, and impacts of renovation and construction to end users and work collaboratively with them to execute the deliverable in a reasonable time period with the least disruption possible.

Monitor Housekeeping services and communicate with housekeeping management to ensure excellent service level.

Participate in capital projects and renovations and coordinate with building occupants and department stakeholders.

## **Managerial**

Inspire, design work flows for, and supervise the Facilities Coordinator(s) and part-time temporary staff and provide functional supervision to Service Mechanic.

Oversee mailroom and shipping/receiving operations.

## **Sustainability and Energy Coordination**

Represent Penn Law to Facilities Real Estate Services and other University sustainability efforts. Manage implementation of University environmental campaigns. Identify and act on initiatives for energy conservation, waste minimization and recycling, and other environmental initiatives.

Ensure Penn Law participation in a variety of sustainability efforts: increased recycling and composting, including via work with caterers and staff.

Engage Penn Law's participation in Penn's energy data project. Compile and present reports on energy usage. Identify, seek funding for, and implement changes to increase energy efficiency.

## **Safety and Security**

Develop and implement safety and security regulations throughout campus.

Manage interactions with security staff and others around VIP visits.

Serve as Penn Law representative to Public Safety, Mission Continuity, and other departments. Manage Mission Continuity protocols for Penn Law including the annual MC exercise.

## **Equipment**

Evaluate requests for new equipment throughout the facility. Store and manage equipment supplies such as easels, tablecloths, ladders, etc.

Exercise resource stewardship with regard to proper and safe handling and storage of furniture and equipment.

## **Collaboration with Colleagues**

Work collaboratively with all Law School Departments, FRES, DPS, EHRS and other departments across the University, as well as individual students, faculty, and staff.

Develop processes and procedures for collaborative cooperation on all building operations matters, requests for maintenance and equipment, etc.

## ***Miscellaneous Responsibilities***

Take the lead for Facilities with various tasks in preparation for and on the day of Graduation; ensure delivery of critical people and materials to the venue.

Annually organize the clearing and cleaning of storage areas throughout the complex.

Consider and, after consultation with the Director of Facilities, implement enhancements to the processes described above.

Assist in all other Facilities matters as requested; other related duties as required.

Finally, *Work Cooperatively in a Team Environment*

Approach work in a cooperative and service-oriented manner. Share equipment and responsibilities in a sensitive and supportive manner. Understand and support the overall mission of the Law School and work according to the Penn Carey Law Staff Ideals.

***Qualifications:***

Bachelor's Degree and 3-5 years of experience or equivalent combination of education and experience in facilities management. Experience in higher-education or similar environment preferred. The successful candidate will demonstrate strong problem-solving and organizational skills as well as excellent verbal and written communication skills. The strong candidate will have a track record of reliability and service, and will demonstrate flexibility, a strong work ethic, and a team-orientation and ability to work in a highly collaborative environment. Ability to work in a computerized environment is required. Must have excellent time management skills and a keen attention to detail. Ability to multitask and think clearly in a fast-paced environment as well as maturity and discretion regarding communication is required.

This position is considered essential. The position will require coordination of paid time off (PTO) around academic calendar and event milestones and will occasionally require evening and weekend work.

To apply: [https://wd1.myworkdaysite.com/recruiting/upenn/careers-at-penn/job/Law-School/Assistant-Director-of-Facilities--Penn-Law\\_JR00026686-1](https://wd1.myworkdaysite.com/recruiting/upenn/careers-at-penn/job/Law-School/Assistant-Director-of-Facilities--Penn-Law_JR00026686-1)

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