Job Description
Managing Director of Facilities

Penn Law is one of the nation’s oldest and most distinguished law schools. At its campus in University City, Penn Law provides an optimal learning and research environment for approximately 850 students and 50 full-time faculty, a host of visiting and adjunct faculty, 125 staff members, and thousands of visitors, conference participants, and guests.

The Managing Director of Facilities is responsible for developing and implementing a strategic plan for maintaining a world-class environment that complements our core purpose of providing the finest in legal education. The Managing Director manages day-to-day operations of Penn Law’s four building complex; ensures a host of facilities services are provided to faculty, students, staff, and guests; manages maintenance, renovation, and construction projects for the Law School; builds and stewards a multi-million-dollar facilities budget; and manages a directly-reporting staff of three while overseeing the work of contracted security and housekeeping staff. The Managing Director reports to the Vice Dean for Administrative Services and represents Penn Law to the University’s Facilities and Real Estate Services department as well as to other high-level University departments.

Duties include:

Ensure that Penn Law leverages its physical plant by ensuring and maintaining environments where collaboration is fostered and where scholarship, teaching, and learning are facilitated. Act independently and with initiative to identify and address a host issues that affect those environments throughout the complex.

With a knowledge of building engineering and operations, oversee and manage physical plant issues throughout the Penn Law complex. Design and implement an on-going plan for facility operations. Develop short- and long-term plans for maintenance, equipment and furnishing renewal, renovations, and capital projects. Coordinate and act as liaison on all capital projects, renovations, and major maintenance matters. Read blueprints; make recommendations on facility best-use during design and construction projects.

Represent the Law School’s interests internally with Facilities and Real Estate Services and externally with architects, engineers, contractors, subcontractors, and vendors, including by participation in renovation design and construction decisions.
Oversee plant maintenance. Ensure timely response to requests for assistance from all faculty, staff, and students. Approve identified maintenance needs and repairs; oversee their communication to and completion by FRES and outside vendors as necessary.

Oversee and steward Penn Law’s art collection.

Oversee development of systems for facilities services for all Penn Law events. Manage the Assistant Director for Facilities Events and ensure collaboration with the Conferences and Events Department, as well as with sponsoring organizations, faculty, staff, and/or students, caterers, ITS, technicians, housekeeping, and others. Manage staff to ensure appropriate set up services and return of spaces to service of the academic mission. Represent Penn Law to University groups and outside parties.

Act as liaison with University housekeeping services, advocating for services that meet Penn Law expectations. Assess housekeeping needs and performance; consult with housekeeping managers to ensure established service levels are being met.

Act as liaison with University security services. Schedule security and ensure effective security services. Investigate all security breaches and incidents. Direct Law School emergency response and mission continuity planning and implementation, including drills. Develop plans for and ensure compliance with all University and governmental regulations on emergency evacuation and shelter in place. Ensure procedures for all locksmithing and key distribution.

Prepare and steward annual multi-million-dollar budget.

Manage three full-time staff, ensuring delegation of appropriate work and consistent work flow, ensuring excellent service to students, faculty, staff colleagues, and members of the profession. Model and instill a culture of initiative and active identification and addressing of issues by all staff members. Manage complicated relationships with contracted security and housekeeping staff.

Qualifications:

Extensive (7-10 years) experience in facilities management, building engineering, maintenance, and capital improvement projects. Building engineers license strongly preferred. Experience in managing large-scale renovation and construction project preferred. Experience with managing housekeeping and security issues preferred. Excellent communication skills; ability to communicate with a wide variety of constituents necessary. The preferred candidate will have deep experience in managing operation of a complex building environment where commitment to constituent service is of the highest priority.
To apply: [http://jobs.hr.upenn.edu/postings/34712](http://jobs.hr.upenn.edu/postings/34712)

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