



# ANDERSON UNIVERSITY

Office of Work Life Engagement

POSITION ANNOUNCEMENT

**Position:** Director of Facilities  
**Department:** Physical Plant Department  
**Reports to:** Vice President for Finance and Treasurer

Administrative/management oversight position providing direction and leadership for physical plant operations including but not limited to: all building maintenance and repair; grounds maintenance; motor pool use and maintenance; personnel management; and safety compliance including OSHA guidelines and Americans with Disability guidelines, recommending changes in policies, procedures and programs as appropriate. Management oversight of stores/inventory and other plant support services. Oversee employment, promotion, evaluation, discipline and discharge of physical plant personnel according to University staff policies and procedures. Prepare and monitor Physical Plant budgets including student and staff wage allocations, utilities, repair and replacement, service contracts, and travel and professional development. Identify and supervise conduct of appropriate training programs to ensure physical plant staff is current in all aspects of their work.

**Qualifications:** Bachelor's Degree required in Management or related major. Required 3 – 5 years of prior experience directly related to this position. Knowledge of work, impact, quality improvement, self-reliance, work standards, technical/ professional self-development, teamwork, written communications, oral presentations, delegation, performance results, negotiation, sensitivity, initiative, analysis, decisiveness, dependability, planning & organizing, persuasiveness, attention to detail, stress tolerance, judgment, commitment to AU, informal communications, and influence. Must meet university lifestyle expectations.

This is a 100% FTE position. Eligible for full university benefits.

**Position Available:** Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and employment application <http://www.anderson.edu/uploads/hr/staff-application.pdf> to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Persons with an application on file or current university employees should send an email to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu) to express interest in this position. Current employees are also expected to notify their supervisor of their interest in this position.

Anderson University is a private Christian university in central Indiana, located near [Money's #1 Best Places to Live in 2017](#) and [Town & Country Magazine's #1 Best Place to Live](#). Anderson University continues to be recognized as one of America's top colleges by U.S. News and World Report, and The Princeton Review. Established in 1917 by the Church of God (Anderson, Ind.), Anderson University offers more than 50 undergraduate majors and graduate programs in business and theology. The University's location in the central part of the state allows easy access to state parks, several boating lakes, and beautiful farmland. The close proximity to Indianapolis, the state's capital, offers a full range of cultural and entertainment amenities.

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.