



## TOUGALOO COLLEGE Tougaloo, MS 39174

### NOTICE OF JOB OPENING

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#### **Assistant Vice President of Facilities & Real Property Management**

##### **Position Summary:**

The **Assistant Vice President of Facilities and Real Property Management** reports directly to the College Vice President for Finance and Administration and is responsible for providing operational leadership in the maintenance, upkeep, planning, design and construction of all campus facilities, structures, HV AC systems, equipment, grounds, and utility systems. The Assistant Vice President also provides logistical management of various campus special events, as well as provides planning and management of more than 500-acres of additional real estate assets owned by the College. The work of the Assistant Vice President is administrative and supervisory and exercises management responsibilities of approximately 15 staff members and service contractors in support of approximately 500,000 square feet of buildings, on approximately 100-acres of lawns, sidewalks, athletic fields, roads, and parking lots. Additionally, the Assistant Vice President directs the logistical planning, supervision, inspection, and coordination of all campus facilities and special event activities and is responsible for developing current and long-range plans to insure adequate maintenance, renovation, and construction of all College facilities.

##### **Essential Responsibilities:**

- Provide effective leadership to facilities management staff ensuring that all employees are focused on goals and objective of the department and the College.
- Coordinate and direct the efforts of the sectors supervisors in the maintenance, repairs, construction, grounds-keeping, transportation and moving tasks within the campus environment.
- As the College's representative the Assistant Vice President is responsible for coordinating the planning, design and implementation of various new construction and renovation projects on the college's campus.
- Develops policies and procedures that govern the overall operations and activities within the scope of responsibility of the Office of Facilities and Real Property Management.
- Personally, and with the help of assistants, inspect the physical facilities of the campus for maintenance and hazard issues thus ensuring that all facilities are kept at an optimum level of operation.
- Manages the various departmental restricted, unrestricted, and capital budgets.
- Manages, or delegates the management of, contractors retained by the College for maintenance, and small to moderate construction projects.
- Responsible for ensuring the inspection, maintenance, and regulatory compliance of the Colleges power, gas, water and other utilities and machinery vital to the proper operation of the College's facilities and environment.
- Establish long term maintenance goals and objectives that will continue to ensure the College's ability to successfully fulfill its mission.
- Manages the planning, design, development, construction, and implementation of the College's capital improvement projects and works with other entities of the campus community to ensure that the mission and objectives of the College are met and enhanced through these projects.
- Collaborates with other key College personnel and consultants on various initiatives to secure capital funding.

- Prepare documents and reports consistent with the duties and responsibilities of the Office of Facilities and Real Property Management.
- Serves as the College's administrative representative and works with the President, and other key College administrators, trustees and consultants in the marketing, planning, acquisition, disposition, leasing and management of the College's land and real estate assets.
- Provides guidance, research, and insight to the College in the areas of internal and external economic development issues that either influence or are the result of the College's real estate planning and development activities.

### **Required Experience/Knowledge/Skills:**

- A bachelor's degree in architecture, engineering, construction, industrial technology, business, or related field with a minimum of ten (10) years of successful employment in a similar field is required.
- A master's degree in any of the above fields is desired.
- Major experience in the field of facilities or construction management may be substituted for education.
- Strong leadership, oral and written communication skills and a proficiency in Microsoft Word, Excel are required and experience with AutoCAD, Revit and project and facilities management software is preferred.

**Date of Position Opening:**

**August 16, 2024**

**Application Deadline:**

**Until position filled**

**Salary:**

**Commensurate with experience**

**Job Listings:**

**<https://www.tougaloo.edu/about-tougaloo-college/jobs>**

**\*\*Email App/Resume/Cover Letter to:**

**[TougalooCareers@tougaloo.edu](mailto:TougalooCareers@tougaloo.edu)**

**Physical Address:**

**Tougaloo College  
Attention: Director of Human Resources  
500 West County Line Road  
Tougaloo, MS 39174**

**ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.**

**TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**