Position Description
Facilities Manager

The Facilities Manager (FM) is an administrative staff member in the Office of Residence Life. She/He is directly supervised by the Hall Director. The FM is responsible for those areas generally associated with the organizational management of one residence hall. This includes, but is not limited to facilities management, supervision of desk operations, and departmental duties as assigned.

I. Facilities Management

A. Serve as a liaison between Facilities Services, building staff, students, and the Associate Dean for Administrative Services.

B. Tour building twice weekly to monitor facilities. Schedule biweekly tours with the Hall Director.

C. Monitor the progress of special projects and report to the Hall Director and/or the Associate Dean for Administrative Services as required.

D. Assist the Hall Director in recommending capital improvements.

E. Communicate with building staff and students regarding physical maintenance and cleanliness concerns.

F. Be familiar with TMA Talk, the on-line work order request system, and educate staff and residents about using the system.

G. Report and follow up on all maintenance concerns. Monitor work orders, submit billing information to Hall Director as directed.

H. Conduct regular key inventories and maintain appropriate records.

I. Administer lockout and loaner key policy.

J. Assist the Hall Director, Associate Dean for Administrative Services, and Associate Dean for Residence Life with other tasks and duties as assigned.

II. Supervision of Front Desk Operations

A. Order and maintain desk supplies.

B. Organize and maintain all desk logs.
C. Develop and implement appropriate policies and procedures for desk and mailroom.

D. Supervise Desk Receptionists and Mail Clerks. Schedule, maintain employee records, train, evaluate, and hire desk staff.

E. Provide input and assistance as needed with visitation programs.

III. Building Responsibilities

A. Actively promote staff unity.

B. Attend all in-hall, team, and Manager staff meetings.

C. Consult with Hall Director on a regular basis.

D. Assist Hall Director with Opening and Closing procedures.

IV. Departmental Responsibilities

A. Interpret and enforce University and Residence Life policies.

B. Act as a liaison to other University offices, such as Facilities Services, Payroll, etc.

C. Participate in FM, AM, and DR selection.

D. Participate in selection of Residence Life professional staff.

E. Serve on Departmental and University committees as assigned by the Hall Director.

F. Assist in organizing and presenting DR training.

G. Actively participate in Manager training.

H. Participate in RA training as assigned.

I. Participate in selection of future Managers.

J. Participate in the FM/AM duty rotation.