



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Assistant Director, Campus Operations
Job Class: Administrative
Department: Service
Reports to: Executive Director, Facilities Management & Planning
FLSA status: Full-time/Exempt

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/public/About/Careers.aspx>.

SUMMARY: The Assistant Director, Campus Operations, position exists to provide Otterbein University facilities with a quality environment which promotes healthy living and learning. This individual is primarily responsible for access to facilities and workspaces, campus utilities, energy management and conservation. She/he has fiscal responsibility for those items, and provides support for the academic and auxiliary maintenance programs.

BENEFITS at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,480 undergraduate students in more than 70 majors and 456 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 11 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Daily service, operation, repair and maintenance of the University's campus utilities and infrastructure.
- Operation and maintenance of central heating and cooling plant and related distribution systems to campus buildings.
- Operation and maintenance of centralized building automation and energy management systems. The primary objective will be to improve the climate and air quality within campus buildings while reducing energy consumption.
- Operation and maintenance of centralized fire, building security, telephone and access control systems.
- Individual will oversee key policy and control.
- Budgeting and purchasing campus utilities including dial tone, electricity, fuel oil, natural gas, water, and wireless. This individual will serve as the liaison to utility companies and to the key City of Westerville administrators.
- Planning and implementing capital improvements to the campus utility infrastructure. These shall include but not limited to electrical service, chilled water, natural gas, telephone, steam, sewage, and storm water.
- Develop and implement energy conservation projects, which will be funded through energy savings or by outside grants. Participation in these projects by the campus community shall be encouraged.

SUPERVISORY RESPONSIBILITIES: Assistant Director shall be required to supervise a number of skilled and unskilled workers, including, but not limited to Carpenters, Electricians, HVAC Technicians, Plumbers, and Painters.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree from four-year college or university; or a minimum of five years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess valid Ohio driver's license and be able to obtain and maintain Otterbein College's Certified Driver status.

State of Ohio Stationary Boiler Steam Engineer License and EPA Universal Certification preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

COMPUTER SKILLS: Must be competent in use of computers in related work as well as the Windows suite of applications relevant to this assignment.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

TECHNICAL SKILLS:

Must have comprehensive knowledge and understanding of the following:

- Plans and specifications
- Contract documents
- Federal, state and local building codes.
- OSHA standards for construction and general industry
- Integrated Pest Management

REASONING ABILITY: Must possess the ability to establish and maintain effective working relationships with diverse constituencies; must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies; must be able to handle multiple projects independently; must be able to analyze complex requests and requirements and make effective recommendations and proposed solutions. Must be able to make quick informed decisions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves traveling throughout the University and could, on occasion, require bending, reaching, kneeling, crouching, crawling, standing, waling, pushing, pulling, lifting, talking, and hearing. Must be able to spend prolonged periods of time working on an office PC; must be able to work under deadlines.

Assistant Director is required to observe conditions of mechanical equipment, including placards, etc.

Must be able to drive a University vehicle when necessary.

Must be able to work evenings and weekend hours as needed.

Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Office environment, and construction and maintenance sites. Use of protective equipment as required.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the

basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130