



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Associate Director, Campus Operations and Sustainability

**Job Class:** Administrative

**Department:** Office of Facilities Services

**Reports to:** Executive Director, Facilities Management & Planning

**FLSA status:** Full-time/Exempt/12-months

**To Apply:** Please email an [Otterbein Employment Application](#), resume and cover letter to [hr.jobs@otterbein.edu](mailto: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/Careers>

**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 2,495 undergraduate students in more than 70 majors and 393 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 9 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.

**SUMMARY:** The Associate Director, Campus Operations and Sustainability, is a Facilities Management & Planning leadership position responsible for campus utilities, energy and waste management, sustainability initiatives, and facilities/space access. The Associate Director has fiscal responsibility for those items, will identify possible cost savings, promote community engagement in sustainability, and provide a quality environment which promotes healthy living and learning. This individual is an active participant of the University's Sustainability Committee, the University's official representative on The City of Westerville's Green Team, and facilitates campus and community projects and outreach in the area of sustainability.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The Associate Director has a significant role in the leadership of the Office of Facilities Services at Otterbein University. This individual assists the Executive Director, Facilities Management & Planning, and makes decisions in the absence of the

Executive Director. This individual provides support to the Office of Facilities Services for the development and implementation of energy management and natural resource conservation projects.

Operations Management: Responsible for the operation and maintenance of central heating and cooling plant and related distribution systems to campus buildings; centralized building automation and energy management systems; management of solid wastes and recycling; and, operation and maintenance of access control, centralized fire, building security, elevators, life safety and telephone systems. Oversee key policy and control.

Financial Management: Responsible for budgeting and purchasing campus utilities including telephone service, electricity, fuel oil, natural gas, water, and wireless. Serve as liaison to utility companies and to key City of Westerville administrators. Develop and implement energy conservation projects funded through energy savings or by outside grants and encourage participation in these projects by the campus community.

Capital Project Management: Responsible for planning and implementing capital improvements to the campus utility infrastructure using sustainable principles. These shall include but not limited to electrical service, chilled water, natural gas, telephone, steam, sewage, and storm water.

Sustainable Initiatives: Responsible for coordinating work with the City of Westerville's Green Team, academic engagement that provides internships and student research opportunities, and related public outreach.

**SUPERVISORY RESPONSIBILITIES:** Associate Director shall be required to supervise a number of skilled, unskilled workers, and student employees/interns. Workers will include, 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 or equivalent, or four to ten 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 University Certified Driver status.

**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/or 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:** Knowledge of environmental management policies, issues and initiatives. Experience with energy, water and waste conservation. Understanding of environmental best practices in universities preferred. Knowledge and understanding of contract documents, federal, state and local environmental codes and regulations, and industry standards.

Must have extensive knowledge and understanding of the following:

- Building automation and controls
- Plans and specifications
- OSHA standards for construction and general industry
- Integrated Pest Management (IPM)
- USGBC, LEED Accreditation, and Energy Star Rating System

**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 propose 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, walking, 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.

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

Associate Director must be able to occasionally drive a University vehicle.

Associate Director must be able to work evenings and weekend hours as needed.

Associate Director 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