

**Assistant Director, Standards and Services  
Facilities Management**

**Posted January 6, 2012**

Capital University's department of Facilities Management is seeking candidates for Assistant Director, Standards and Services. This position exists to provide Capital University facilities with a quality environment which promotes healthy living and learning. This individual is primarily responsible for developing and implementing quality management procedures and systems within the office of Facilities Management.

***Duties and Responsibilities:***

- Evaluates the quality of work performed by contractors and in-house staff.
- Conducts Facilities Condition Assessments in all locations; identifying deficiencies, making recommendations for correction, and assisting in the development of a Ten Year Plan.
- Develops, implements and reviews customer service satisfaction surveys, reviews project cost data, work order reports, and other sources of information.
- Reviews appropriate benchmarking data, and use such to establish metrics for departmental performance on spend, budget allocation, staffing, efficiency, and customer service.
- Identifies opportunities for improvements, implements processes, and measure outcomes.
- Supervises, trains, and evaluates all directly associated personnel within his or her department for Facilities Management.
- Conducts training of other department departmental staff as related to quality of standards and services.
- Reviews the current policies and improvise plans to improve upon the existing quality standards.

***Requirements:***

- Associate's degree or equivalent from two-year college or technical school; or two to five years related experience and/or training; or equivalent combination of education and experience.
- Experience in facilities management, statistical data reporting and evaluation background, and quality assurance experience.
- A motor vehicle license is required.
- Excellent skills in Microsoft Word, Excel, Outlook and PowerPoint with the ability to learn Microsoft Access, Publisher, Project, and SharePoint. Ability to learn Datatel, School Dude and other systems as deemed beneficial.

*Assistant Director shall be available to answer and respond to emergency calls 24 hours a day.*

Capital University offers a rich benefits package that includes medical, dental, retirement, family education benefits, long-term disability, life insurance and free parking.

**Please send a cover letter and resume in electronically to:**

Beth Anne Carman, Director of Facilities Management, [facilities@capital.edu](mailto:facilities@capital.edu)



**For more information on Capital University, visit our website at [www.capital.edu](http://www.capital.edu).**

*Capital University is an equal opportunity employer.  
Qualified minorities, women, and persons with disabilities are encouraged to apply.*