

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Associate Director of Facilities Management and Plant Operations

Location:

Galloway - Main Campus

Job Category:

Management

Department:

Plant Management (410025)

Salary:

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package.

Posted Date:

02/02/2023

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Responsibilities:

- Manage the oversight and administration of day-to-day operations of trade sections of Plant Management as assigned by the AVP of Facilities Management & Plant Operations.
- Develop and implement departmental goals and objectives, policy and procedures, manuals, guidelines, and technical scope of work.

- Assist in the development of budget, monitors purchases and implements cost saving measures.
- Create and implement programs that ensure University compliance with mandatory governmental regulations.
- Investigate violations of daily work flows, personnel procedures and recommend remedial action.
- Develop, maintain, and implement capital improvement, renovation, and renewal budgets.
- Write specifications for equipment, materials, and process same in accordance with applicable state purchasing regulations.
- Write requests for proposals for professional services, construction, and maintenance contracts.
- Recommend actions that will help assure compliance with federal, state, and local regulations. This position coordinates closely with Public Safety and Residential Life to address repetitive/reoccurring issues.
- Available 24x7 on-call rotation as needed.
- Interact with Stockton University internal and external stakeholders.

Qualifications:

Required:

- 7-10 years of progressive experience and responsibilities for Plant Management, 5 years of which are supervisory.
- Strong background in plant operations and facilities-related field.
- Skill in developing procedures, Inspection practices & protocols, prevention management standards.
- Familiarity with budget management, purchasing and deferred maintenance programs.

Preferred Qualifications:

- Bachelor's degree in a related field.
- Facilities Management certificate.
- Work experience in higher education environment, civil service regulations and unionized labor contracts.
- Effective communication and customer service skills

Required Documents:

Letter of Interest, Resume, Unofficial Transcripts

How To Apply:

Screening of applications begins immediately and will continue until the position is filled.

Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF

1. A letter of interest describing qualifications and accomplishments
2. A current resume
3. Unofficial transcripts
4. A list of three recent professional references (included in the application): Name, Organization, Email Address and Telephone

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website

at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

Click [here](#) to apply.

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.