

Division of Campus Planning
Assistant Vice President of Facilities and HVAC

Reporting to the Vice President of Campus Planning, the Assistant Vice President of Facilities and HVAC assists in the management of divisional operations including, but not limited to: facilities operations, transportation, building and grounds maintenance, HVAC, event set ups and custodial services.

The Assistant Vice President acts as the Facilities liaison between service providers, vendors and consultants; organizes and directs the Facilities management team for day-to-day operations of the University's Physical Plant and HVAC; and ensures the continued and effective function of all necessary support to the academic, administrative and student units within the University. The Assistant Vice President is expected to develop and sustain high quality operations, including the maintenance and aesthetics of campus facilities, infrastructure, grounds, snow and ice removal services and transportation services and ensure the campus is prepared for all events. The Assistant Vice President provides vision and leadership for a high-quality campus planning and facilities support services operation, with a strong emphasis on customer service.

This position requires travel and a flexible schedule including evening and weekend hours. This position is considered essential and assists the Vice President with response in weather and emergency situations.

Please apply directly to this link on our Workday Career site; [Assistant Vice President of Facilities and HVAC, Division of Campus Planning](#)

Qualifications: Graduation from an accredited college with a Bachelor's degree; six years of professional experience as a manager/supervisor in facilities and/or planning in education or a related field with knowledge of the needs of residential facilities and environmental, health and safety; knowledge of federal, state and local building code requirements and health and safety regulations; and a driver's license valid in the State of NJ is required. Equivalent experience may be determined by the University. Master's degree; professional experience in higher education with facilities management, planning, design and construction projects; and knowledge of managing trades is preferred. Applicants who do not possess the required education may substitute required experience on a year-for-year basis. Excellent interpersonal, organizational and customer service skills, as well as excellent oral and written communication skills are essential.

This position also requires the ability to perform essential functions that require physical activity including, but not limited to: driving, walking long and short distances, standing for long durations of time outdoors/indoors, bending and/or stooping, occasionally lifting/carrying items weighing up to 50 pounds and climbing stairs. The work environment will expose the Assistant Vice President to chemicals, heat, noise, odor and dust. The Assistant Vice President will be expected to wear appropriate personal protective devices including gloves, eye protection/face shield, dust mask, N95 respiratory protection, hearing protection and a lab coat or apron.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.