Date: \_\_3/2022\_\_\_\_\_\_\_\_ 220222022222022\_\_\_\_\_\_\_\_\_\_

**CORNELL UNIVERSITY**

**STAFF POSITION DESCRIPTION**

**General Information**

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| **Position General Information:** New Hire/New Position Update to Current Position |

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| Current Incumbent, if any: |  | | Position #: |  | |
| University Job Title: | Senior Director Facilities I (Central Facilities) | | Pay Band: | I | |
| Working Title (if different): | Zone Facilities Director | | Exempt: | Nonexempt: | |
| Department Name: |  | | Dept Code: |  | |
|  |  | |  |  | |
| Immediate Supervisor’s Name: | |  | | | |
| Supervisor’s University Job Title: | |  | Pay Band: | |  |
| Working Title (if different): | |  | | | |

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| **Culture of Inclusion and Community Standards**: Skills essential for individual and organizational success. |
| [REQUIRED] As a university founded to be a place where “…any person can find instruction in any study,” diversity and inclusion are at the core of our values and mission. We strive to be a welcoming, caring, healthy, and equitable community where students, faculty, and staff with different backgrounds, perspectives, abilities, and experiences can learn, innovate, and work in an environment of respect, and feel empowered to engage in any community conversation. As a member of the Cornell University community, it is important to recognize our shared responsibility to each other to cultivate a culture of inclusion for all. [Cornell Core values](https://www.cornell.edu/about/values.cfm)  [REQUIRED] As a people manager and university leader you will model and support a culture of diversity, equity, inclusion, and wellbeing by fostering an environment where everyone has the ability to thrive and navigate work and life’s challenges because they feel like they belong and have the tools and support they need.    [REQUIRED] While position responsibilities vary greatly, the Skills for Success and Leadership Skills for Success are foundational to what is expected of every employee and leader working at Cornell.  These skills are essential for individual and organizational success. [Staff Skills for Success](https://hr.cornell.edu/professional-development/performance-0/skills-success); [Leadership Skills for Success](https://hr.cornell.edu/professional-development/performance/leadership-skills-success) |

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| **Department Background:** Provide a brief overview of your department/unit. |
| The Cornell University campus is widely admired as one of the world’s most beautiful academic settings. The Division of Facilities and Campus Services is committed to providing the highest quality service to faculty, students, staff, alumni and visitors. With more than 260 major buildings enhancing the magnificent landscape of the Ithaca campus, approximately 1,000 highly talented and dedicated staff serve as steward of the campus resources and operations. All employees are accountable for supporting the organization’s values of truth, respect, excellence, teamwork, and integrity; and supporting inclusive and sustainable practices in carrying out everyday responsibilities. Facilities Management (FM) provides maintenance, grounds, and custodial services to the entire campus. FM serves as a partner within the zone structure for the Contract Colleges (CC), Endowed (EN), and Student and Campus Life (SCL) zones. As a key steward of the University’s facilities, FM is responsible for facility assessments, skilled trades, general construction, building care, grounds, recycling, asbestos, and the management of planned, corrective, and preventive maintenance.  [OPTIONAL] Department Statement  [OPTIONAL] Function Statement |

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| **Rewards and Benefits**: Highlight the unique benefits offered by Cornell and specifically to the position. |
| Competitive compensation, generous time-off, and great benefits …[More on Cornell Benefits](https://www.hr.cornell.edu/benefits/) |

**Position Summary**

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| **Position Summary**: Explain the purpose for the position and summarize the responsibilities to include in job ad. |
| [REQUIRED] While position responsibilities vary, all people leaders are expected to foster a culture of belonging and a psychologically healthy work environment by being trustworthy; respecting all individuals; being flexible; supporting work/life integration as well as healthy boundaries; inviting new ideas, alternatives, and perspectives; speaking up and taking action if others are being excluded or treated inappropriately; and recognizing the contributions of others.    [OPTIONAL] Campus Collaboration  [OPTIONAL] Success Factors  Senior Director of Facilities serves as strategic partner with other central facilities leadership and College/Unit facilities leads to ensure alignment Cornell processes, goals and vision. Direct and manage strategic implementation of maintenance operations while cultivating strong partnerships with key stakeholders. Develop recommendations and implementation strategy for maintenance activities for strategic planning and alignment while serving as a steward or the University. Develop short- and long-term strategies for annual and periodic building and systems condition assessments while advocating and prioritizing needs for routine and planned maintenance through leading strategizing and forecasting maintenance needs in collaboration with a wide variety of stakeholders. Develop and implement communication strategies in alignment with FCS and University goals and mission for safe and consistent practices.  Oversee development and preparation of project feasibility and determine priority for assigned zone. Navigate relationship with key stakeholders to prioritize needs and direct project alignment to College/Unit and central facilities goals. Lead and guide staff on vendor and community relationships. Oversee development of annual budgets and capital planning process for project plans and leading strategies for cost efficiencies.  Key success criteria: Possesses full spectrum of facilities management expertise and stellar customer service management, proven solid decision and critical thinking skills, demonstrated ability to develop engaged teams, and the ability to maintain effective communication and strong relationships while managing multiple priorities.  Ours is a values–based organization where all employees are accountable for supporting the organization’s values of truth, respect, excellence, teamwork, and integrity. Employees are required to attend staff development trainings and participate in the performance evaluation process. |

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| **Required Qualifications:**Specify required minimum equivalency for education, experience, skills, knowledge, etc.  **Position Competencies/Skills:**Job related knowledge, skills, abilities, and behaviors that contribute to success. |
| * [REQUIRED] Experience in and/or demonstrated commitment to supporting diversity, equity, access, inclusion, and wellbeing.   **(Pick List Items – REQUIRES a selection of at least one):**   * Demonstrated skill in understanding of cultural differences. * Proven experience connecting diversity, inclusion, and wellbeing practices to business goals. * Bachelor’s degree in Facilities Management or Construction Technology or related field with at least ten years’ experience in facilities management or equivalent combination of education and experience. * Must possess strong leadership skills and demonstrated experience supervising and developing staff. * Must demonstrate excellent oral and written communication skills to effectively partner with and engage stakeholders as well as empower a strong team environment. * Must be able to make sound decisions and navigate through ambiguous situations. * Experience with spreadsheet, database and project software required (such as MS Excel, Access, Project). * Must have and maintain a valid driver’s license; may be required to operate a motor vehicle (your own vehicle or Cornell-owned) to travel to/from job sites. * Must successfully complete a background check |
| **Preferred Qualifications:** Specify preferred specialized education, field and/or certifications. |
| * Advanced degree or additional professional experience beyond 2 years in a related field * Prior experience performing facilities related work in a large-scale or highly complex environment * Previous experience working in an academic or campus setting * Project management or project lead experience * Experience with CAD and ability to understand construction documents |

**Position Responsibilities**

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| **Position Responsibilities/Essential Functions:** List the responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position. | |
| [REQUIRED] List each responsibility and associated percent totaling 100% | Approximate % of time, Annualized |
| **Zone Management/Maintenance Operations**  Develop facility plans for assigned zone and strategize short- and long-term plans. Implement building condition assessments while advocating and prioritizing repairs and maintenance needs. Develop and cultivate relationship with a wide variety of stakeholders, oversee development and strategize implementation of repair and maintenance needs for assigned zone; oversee and ensure compliance with University approval processes and applicable building codes as well as alignment with University goals.  Direct, prioritize and implement maintenance operations and strategic development, as well as plan and lead major work activity and strategic development within assigned zone (multiple zones). Be accountable for, and work with zone staff, unit leads, and outside service providers to ensure maintenance work is accomplished effectively and efficiently.  Develop strategic planning in alignment with FCS leadership and stakeholders to develop and manage financial reporting and budget alignment and advocate and negotiate budgetary changes to adhere to project expectations.  *Program Specific Duties, if applicable:* | % |
| **Communication/Partnerships**  Serve as strategic partner with a wide variety of stakeholders and central facilities to advocate, strategize and implement communication strategies in alignment with FCS and University goals and vision. Cultivate partnerships with college/units and various key stakeholders to guide and assist with communications.    Develop, prioritize and implement communication strategies in alignment with central facilities and University goals and vision to develop and foster effective relationships with a variety of stakeholders including building occupants, colleagues and customers both within College/Unit and central facilities. Cultivate partnerships with various key stakeholders to guide, communicate and ensure repairs and prioritization meet expectations and building code compliance, liaison with college/unit leadership and academic staff, central facilities, and building occupants/customers to meet and resolve needs.  In alignment with desired department/unit goal, oversee and navigate relationship between faculty, staff and students to develop and implement facilities priorities and laboratory requirements related to space and equipment.  Assess and evaluate highly visible and high-risk issues, determine process of elevation to liaison with college/unit leadership and academic staff, central facilities, and building occupants/customers to meet and resolve needs.  *Program Specific Duties, if applicable:* | % |
| **Budget & Project Activity**  Develop project feasibility and analysis for assigned zone; determine priority planning and secure funding; oversee and navigate relationship with key stakeholders on project direction and alignment with College/unit goals and mission.  Collaborate with other central facilities leadership and key stakeholders to oversee development of financial reporting and alignment of budget, approve and advocate for budgetary changes and negotiating expenses in adherence to project budgets for construction, renovation and routine maintenance of large-scale facilities.  *Program Specific Duties, if applicable:* | % |
| **Safety and Code Compliance**  Ensure implementation of rules and requirements and safety training programs as mandated by building code compliance and in adherence to University policies, federal, state and regulations; direct resolution of building occupants/customers needs.  Oversee assessment and enforcement of safety, health, environmental, and code issues which may involve fire code inspections, laboratory area safety affecting building occupants. Develop strategic plans for assessments of building conditions, advocating and prioritizing needs for routine and planned maintenance and capital projects in alignment with University goals.  Direct security management, develop and oversee implementation procedures for access control, keys, camera system oversight and delivery/storage of hazardous materials. Develop and enforce accurate and timely maintenance of records.  *Program Specific Duties, if applicable:* | % |
| **Supervision**  Direct and manage strategic direction of staff and major work activities; set staff expectations, assess performance; provide department vision and related professional development and succession planning opportunities while striving to develop effective team culture; ensure the implementation of required safety and training programs adhering to university policies, federal, state and local regulations, adhering to any applicable Collective Bargaining Agreements.  *Program Specific Duties, if applicable:* | % |
| *Program Specific Duties, if applicable:* | % |
| **Other position-related responsibilities**  [REQUIRED] Participate in projects with occasional work responsibility falling above or below current classification.  [OPTIONAL] Other position related responsibilities | % |

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| **Position Leadership/Management Responsibilities:** For positions with responsibilities focused on managing the work of others and developing others. [REQUIRED FOR THOSE THAT SUPERVISE OTHERS] | | |
| Number of Direct Reports | \_ Exempt | \_ Nonexempt |
| Number of Indirect Reports | \_ Exempt | \_ Nonexempt |
| Number of Student/Temporary | \_ Exempt | \_ Nonexempt |

**Work Designation**

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| **Work Designation:** Assessment of position’s primary setting for performing work. Please select one. | | |
|  | Fully Onsite | Positions requiring 100% on-site presence  May be able to occasionally work remotely – business continuity |
|  | Hybrid Remote | Positions with the ability to regularly be performed at least partially remotely  Includes seasonal hybrid, variable hybrid, and consistent hybrid |
|  | Fully Remote | Positions within/outside of New York State which can be performed 100% remotely  May be asked to travel to campus periodically |

**Essential Working Conditions** (*after considering reasonable accommodations)*

**Physical (lift/carry/push/pull):** Choose an item.

**Visual:** Choose an item.

**Hazards:** Choose an item.