Facility Operations Manager  
Illini Union  
University of Illinois at Urbana-Champaign

The Illini Union at the University of Illinois at Urbana-Champaign is seeking application for the position of Facility Operations Manager. The Illini Union facilities include a main building at approximately 300,000 square feet, the Illini Union Bookstore at approximately 50,000 square feet, and a warehouse at approximately 20,000 square feet. Utilities to the facilities include systems involving water, sewer, electrical and mechanical systems associated with heating, air conditioning and related chillers, fans, pumps, motors, ducting, heat exchangers, electrical and pneumatic control systems.

**Position Functions and Major Responsibilities:** Supervise building maintenance, including building repairs, installations, building improvements, and the repair and/or replacement of fixed and moveable equipment and fixtures; the operation and maintenance of building mechanical equipment, including heating, cooling, and ventilating equipment; steam, water, and waste systems; electrical systems; etc. Supervise Building Operating Engineers and/or other employees, as assigned; work and consult with other facilities staff as directed. Develop and recommend plans for maintenance, construction and repair throughout Illini Union facilities; coordinate and direct all related activities, as assigned; develop a comprehensive Recurring Maintenance Program, oversee the program and provide periodic reports; develop an Energy Management Program, establish objectives, oversee the program and provide periodic reports. Prepare budget recommendations for maintaining and updating facilities; prepare annual or periodic reports on operation of Illini Union facilities; prepare studies, estimates, schedules, plans, and specifications related to projects assigned; provide information and quotes for requisitions and bids for purchases, repairs and replacement. Prepare Program Statements, Pro Forma, Executive Summaries, RFPs, etc.; purchase and/or arrange for services, equipment, and supplies related to building operation, as needed; coordinate all aspects of product selection, work with vendors and manufacturers concerning specific products; provide for the design and preparation of detailed drawings, as needed, and supervise the construction of special equipment not available through commercial sources. Cooperate with and advise staff regarding the use of facilities, develop and manage building security/emergency systems/procedures, etc.; supervise the erection of displays, exhibits, stage sets and other arrangements of facilities for public functions; ensure availability for any special functions regardless of work-week schedule. Develop and manage a comprehensive, customer-driven Work Order Management System, to include planning, scheduling and milestone checkpoints; oversee the program and provide periodic reports. Present comprehensive weekly updates, including timelines, all revised projections, etc.; prepare correspondence and maintain records as required; perform other duties as assigned.

**Qualifications:** Bachelor’s degree, 3 years of experience in engineering, construction management, architecture, or other related management experience. Demonstrated supervisory experience in facilities management, construction management, or other technical field. Knowledge of building maintenance, including the operation of heating ventilating, air-conditioning, refrigeration, and other building mechanical equipment. Sensitivity to the environmental needs of students and staff. Knowledge of CAD and/or similar programs preferred.

**Appointment Status:** This is a 12-month, full-time Academic Professional position.

**Salary:** Commensurate with experience, and includes an excellent benefits package.

**Proposed Starting Date:** As soon as possible.

**Application Deadline:** May 6th 2016

**Application Procedures:** All candidates must complete an online application at [http://jobs.illinois.edu](http://jobs.illinois.edu) prior to the application deadline for full consideration. Qualified candidates must upload a letter of application, resume, and contact information (name, address, telephone number, and email address) for three current professional references. Official transcripts will be required for all finalists. University of Illinois welcomes individuals with diverse background, experiences, and ideas who embrace and value diversity and inclusivity. ([www.inclusiveillinois.illinois.edu](http://www.inclusiveillinois.illinois.edu))

For additional information regarding the application procedures, please contact:
Illini Union  
Staff Development and Human Resources  
217-333-8305 (phone)  
[iuemployment@illinois.edu](mailto:iuemployment@illinois.edu)

The University of Illinois is an Affirmative Action/Equal Opportunity Employer.