

AME University Vacancy Announcement

Position Title: Director of Facilities

Division: Administration

Reports To: Vice President for Administration

Closing Date: October 9, 2017

Submit To: jobs@ame.edu.lr or Drop off CV and Cover letter to Attn: Facilities-
Human Resources Office, 34 Camp Johnson Road. Monrovia, Liberia

Position Requirements:

The Director of Facilities reports directly to the Vice President for Administration. The individual shall hold a Bachelor's degree in architecture, civil engineering, construction administration, or any related fields; with minimum three (3) years' experience in construction project management and related services, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed in the position description. The successful candidate must have a valid Republic of Liberia Driver's License, and actual ability to operate a motor vehicle safely. He or she must be able and willing to work evenings and some weekends.

The successful candidate must have the ability to read constructions drawings, and have operational knowledge of all trades of construction and maintenance, including renovation and maintenance of buildings and grounds, custodial services, contractor oversight, construction budgeting, project scopes, and developing bill of quantities. Having experience drafting, especially with the use of AutoCAD is desirable but not necessary.

Position Description:

- Responsible for all buildings, grounds and equipment maintenance, and custodial services
- Oversee and manage annual capital budget, and manage facilities operations closely to ensure that expenditures are implemented within designated fiscal year budget
- Provide leadership for all facilities maintenance shifts; and supervise the relocation and movement of furniture and equipment
- Develop semester readiness tasks and ensure that all buildings and classroom and labs are ready for each academic year
- Prepare facilities for special event to ensure required amenities and services
- Direct projects (e.g. site repairs/construction, preventive maintenance, etc.) for the purpose of ensuring completion within established time frames, design and budget
- Inspect new construction, renovation work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently
- Develops specifications for major capital improvements, and conducts inspections, and process payment requests
- Perform personnel functions to maintain adequate staffing, and enhanced productivity of personnel
- Adherence to safety practices; handling of hazardous materials;

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- Conducts other duties as assigned by supervisor