

**Grounds & Mechanical Services Manager
SL-3 Assistant Facilities Program Coordinator**

BACKGROUND

Binghamton University's physical facilities, nestled within 887 acres, consists of more than 100 structures (primarily constructed between 1966-1976) totaling more than 5.2 million square feet (1.7M residential, 3.5M academic/support) with a current replacement value in excess of three quarters of a billion dollars. The Binghamton University community is made up of approximately 2,500 staff and over 14,000 full/part-time students; approximately 6,200 of who live on campus. The Physical Facilities Department, comprised of approximately 500 hard-working, diligent employees, is progressing another multi-million dollar, multi-year plan of capital renewal projects.

QUALIFICATIONS

- Associate's degree in landscape architecture, horticulture, turf management, or a related field required; Bachelor's preferred.
- Minimum three years grounds keeping supervisory experience required. Experience in maintaining athletic fields preferred.
- Demonstrated experience in managing a large-scale snow removal operation required.
- Possession of a valid Class "B" Commercial Driver's License with airbrakes (or ability to obtain one within 60 days of hire) required.
- Knowledge of gasoline, diesel, and electrical engine operation and repair required.
- Possession of a valid NYS Pesticide Applicator's License (or ability to obtain one within 120 days of hire) and advanced knowledge of herbicides/pesticides is required.
- Personal computer literacy required; high level of computer proficiency in a variety of software programs including word processing and spreadsheet applications required. Experience with scheduling and design software preferred.
- Ability to read and interpret civil engineering/site work documents and technical drawings required.
- Facilities management background preferred.
- General accounting skills preferred.

GENERAL POSITION DESCRIPTION

The Grounds & Mechanical Services Manager is a UUP professional position reporting directly to the Assistant Director of Operations, Residence Halls. The incumbent must be able to work independently (with limited direction) to anticipate and meet the demands of the entire Physical Facilities Department and its customers on campus. The incumbent is responsible for providing the technical expertise and knowledge necessary to maintain the University's green space, paved areas, hardscape areas, and all exterior University environs in an aesthetic, healthy, safe and environmentally sound manner.

The incumbent is responsible for managing the university's mechanical services: automotive, diesel (bus), and emergency generator. The incumbent supervises the overall process of application of chemicals used in maintaining landscape; ensures proper procedures and chemicals

are utilized for safety purposes; ensures that all chemicals are properly stored and labeled; responsible for maintaining all relevant MSDS sheets on file.

Responsible for planning, coordinating and managing the activities of skilled workers, such as but not limited to, ground workers, laborers, operators, mechanics (automotive, diesel, generator), and the supervisor involved in the maintenance and upkeep of the university grounds and equipment. This position requires a high degree of diplomacy, customer service, planning, coordination of labor, accountability, problem solving skills and the ability to work autonomously and independently.

The successful candidate will possess excellent written, verbal and electronic communication skills; a high level of interpersonal & organizational skills; the ability to interact effectively with the campus community, students, and vendors; the ability to prioritize work and handle multiple tasks simultaneously; the ability to create and maintain accurate and detailed records; the ability to work under pressure and meet deadlines; be attentive to details; deal with difficult individuals while maintaining composure; handle crisis situations; interact with peers in group settings; and function in a service oriented environment.

COMPENSATION

- Salaried professional position with salary range of \$50,000 to \$55,000 commensurate with qualifications, education, and experience. Excellent NYS benefits package.

SCHEDULE

- Due to the nature of duties, this position will require a non standard work schedule

To apply, go to <http://binghamton.interviewexchange.com/>