



Director of Physical Plant

The University of Wisconsin-Madison invites nominations and applications for the position of Director of Physical Plant.

POSITION SUMMARY

Founded in 1848, the University of Wisconsin-Madison is the flagship university of the University of Wisconsin System. It has a national and international reputation for educational excellence and cutting-edge research and is consistently among the most prolific research universities in the world. UW-Madison enrolls 43,000 students and has more than 20,000 employees, including about 2,200 faculty and 12,500 staff plus 12,000 student assistants/employees. We value our reputation for academic excellence and educational innovation, and have made a strong commitment to progress in areas of diversity and inclusion.

UW-Madison is a world-class land-grant public university and has an annual budget of about \$2.9 billion. The main campus area consists of more than 900 acres. An arboretum, farms and stations, and off-campus properties bring the university's total acreage to 9,566 acres. Facilities include 420 buildings with approximately 25 million gross square feet of space.

The Division of Facilities Planning and Management (FP&M) is committed to promoting respect and civility in the workplace. Staff serve as role models by practicing exemplary behaviors when working with customers, fellow staff members, students, and visitors. The mission of the Division of Facilities Planning and Management is providing excellence in facilities and services for our university community.

Working under the general supervision of the associate vice chancellor for Facilities, Planning and Management, the director manages the Physical Plant department consisting of approximately 875 permanent employees with an annual budget in excess of \$130 million. The director provides leadership and strategic vision for the division on maintenance and operational issues, manages the resources, staff and budget of the department and is responsible for policy and staff development, departmental communications, and coordination of departmental activities with other FP&M departments (Business and Staff Services, Campus Planning and Landscape Architecture, Capital Planning and Development, Environment, Health and Safety, Space Management, Transportation Services). Physical Plant includes

Maintenance and Operations, Safeguard Services, Custodial Services, Campus Renovation Services and Utilities & Energy Management.

The director is responsible for developing, supporting, and promoting programs necessary to maintain safe and efficient facilities to meet the needs of students, faculty, staff and the visiting public.

The director oversees policies, procedures and programs to ensure coordination and collaboration between Physical Plant and other departments and administrative units at the university.

PRINCIPAL DUTIES: LEADERSHIP, MANAGEMENT AND ADMINISTRATION

Responsible for providing leadership, managing the resources and coordinating the activities of Physical Plant. Promote open, frequent communication and engagement within the department and with the campus community. Demonstrate a commitment to organizational success, effectively leading change and initiating improvements in the processes and culture of the department.

Develop and communicate a strategic vision and policy direction for Physical Plant that is consistent with overall campus direction. Communicate policy and procedural changes to campus customers and stakeholders.

Lead the strategic planning processes and identify strategic issues and initiatives for the department. Oversee planning efforts; work with staff to develop an annual work plan with clearly articulated and achievable goals. Coordinate work-planning efforts with division directors and associate vice chancellor to ensure alignment, consistent prioritization of projects and appropriate allocation of resources across FP&M.

Provide clear direction and coordinate work assignments of professional and technical staff to obtain the greatest possible efficiency and effectiveness in meeting customer requirements and achieving division goals and objectives. Promote safety and compliance, providing the resources and training necessary to ensure workplace safety within Physical Plant and a safe environment for campus students, faculty, staff and visitors.

Lead recruitment, employee development, performance management and succession planning processes to attract, develop and retain a high quality, diverse staff. Lead the department in creating an inclusive environment that leverages the strengths and talents of all staff.

Through formal and informal communication, keep staff current on issues, share current projects and promote collaboration and engagement of staff. Participate in regular meetings with associate vice chancellor and division directors to remain informed of current topics in the division, offer insight into current projects/initiatives and discuss executive level issues with other division administrators.

Assist the associate vice chancellor with internal and external communications and relationships.

Promote respect and civility in the workplace. Demonstrate respect through personal behavior, developing positive working relationships with staff, students, customers and colleagues in other agencies.

PROGRAM MANAGEMENT

Provide innovative and strategic leadership for programs and functions designed to support the academic, research and outreach mission of UW Madison. Meet with university academic and administrative departments, University administration and FP&M management to understand program needs, priorities, and engage in joint problem solving to enable decisions that benefit the entire campus. Recommend initiatives and /or policy and procedural changes to better meet campus needs. Maintain effective standards of service to be provided to the campus in accordance with best business and professional practices.

Establish effective and timely communications with other FP&M departments to facilitate close coordination between maintenance activities and campus construction and lessen adverse impacts. Support campus communication efforts to inform university staff, students and visitors when physical plant services or systems are disrupted.

Establish, review and control annual operating budget for the department. Ensure managers understand and are accountable for management of unit budgets. Recommend budget modifications on an annual basis as necessary. Anticipate and forecast needs related to staffing, supplies, equipment, etc.

Oversee the collection and analysis of data necessary to identify institutional needs, evaluate and direct programs and priorities accordingly and meet regulatory reporting requirements. Establish criteria for measuring the effectiveness of programs. Adopt mechanisms for periodic self- assessment of programs and work units.

Identify and allocate the technical resources required to identify and advance campus maintenance and remodeling priorities. Coordinate and manage technical resources to ensure concerns are addressed during the initiation, design, construction, commissioning and occupancy of capital building projects.

Support the emergency response program managed by the UW-Madison Police Department. Participate in planning and communication efforts to ensure appropriate preparation and response on the part of the department. Oversee the development and maintenance of Continuity of Operations Planning for Physical Plant.

SPECIAL PROJECTS AND ACTIVITIES

Provides leadership to a variety of projects/activities as assigned by the associate vice chancellor. Participate on university committees as requested.

PROFESSIONAL DEVELOPMENT

Attend professional development workshops, professional association meetings and conferences to stay current with state-of-the-art methods and practices, network with peers and continue learning. Maintain membership in professional organizations.

DEGREE AND AREA OF SPECIALIZATION

Bachelor's degree from an accredited college or university with major studies in engineering, construction management, or related fields is required. Advanced degree is desirable.

Minimum number of years and type of relevant work experience:

10 years of progressive professional work experience in the management of facility maintenance and operations with 250+ employees.

Demonstrated progressive experience in the management of programs related to facility maintenance and operation, including experience at the director or assistant director level leading such activities for a large, complex organization.

Strong demonstrated capabilities in planning, budgeting, and management in a large complex institution or organization.

Skills in leadership, supervision and management, including the ability to coach, mentor, engage and support staff in creating a positive and inclusive workplace. Broad knowledge of leadership/supervisory/management theory and practice.

Skill in communication: oral, written, active listening, conflict resolution and the ability to deal with difficult and sensitive situations in a positive manner.

Ability to establish and maintain effective work relationships, including the ability to negotiate and solve problems with multiple constituencies.

Demonstrated achievement of multicultural goals, including recruitment and retention of diverse staff and the ability to support a culturally diverse workforce in working collaboratively and effectively to achieve organizational goals.

Ability to respond to daily challenges while staying focused on long-term goals.

APPLICATION INSTRUCTIONS

Applications and nominations should be received by **December 17, 2017** to ensure full consideration. A letter of application describing interest in the position and how professional experience has prepared the candidate for this position should be accompanied by a resume and the names, addresses, emails, and telephone numbers of five professional references. Candidates will be informed before references are contacted. The search and screen committee will evaluate candidates' qualification and select individuals for interviews.

Please submit inquiries, nominations and application materials to the attention of Susan VanGilder, Partner and Kenna Boyd, Associate of Storbeck/Pimentel & Associates at UWMadisonPhysPlant@storbecksearch.com.

We promote excellence through diversity and encourage all qualified individuals to apply. UW Madison is committed to monitoring our recruitment and selection practices and have provided a web-based questionnaire for all applicants to complete on a voluntary basis. Please visit <https://oed.wisc.edu/reports-and-forms.htm> and click on APPLICANT COMPLIANCE FORMS to fill out the survey. Enter PVL# 92481 to complete the form.