

**SCHOOL OF NURSING  
UNIVERSITY OF ALABAMA AT BIRMINGHAM**

**Position Description  
Manager - Facilities - Technical Operations & Infrastructure  
UAB Employment Site #T231933**

**SUMMARY:**

Independently, with minimal supervision, this position manages at the school level, the physical plant and other associated School of Nursing (SON) space for day-to-day general operation. This individual will be responsible for the management and coordination with UAB services, to ensure the proper operation and maintenance of heating and cooling, lighting, grounds, housekeeping, and plumbing needs of the school and managed clinics. Recommends and participates in capital projects including new construction, and short and long-range repairs and improvements. Develops annual budget for facility operations and information technology needs. Responsible for ordering, installing, and maintaining computers, printers, and peripheral equipment. Responsible for coordination and ordering, and placement of furniture and signage. Assigns and is responsible to facilitate all building access, key, parking, and cardkey requests. Manages key checkouts and after hours entry to SON. Serves as the liaison for information technology needs and oversees and facilitates all move requests across the school. This position has a direct report to the Executive Director of Administrative Operations and works with other administrators across the SON to provide for building readiness at all times. Serves as an emergency contact for plant concerns and a liaison with support departments across the University. Serves as the building administrator in the SON. Takes initiative to solve problems and pose solutions for building and plant issues as they arise.

**RESPONSIBILITIES:**

1. Responsible for day-to-day preparedness of the SON physical plant and other associated SON space. Oversight and coordination with university-wide departments, to ensure the proper operation and maintenance of the heating and cooling, lighting, grounds, housekeeping, plumbing, security and communications for daily readiness. Serve as building administrator and problem solver for building concerns and issues as they arise.
2. Develops facilities and IT goals and objectives for the SON and implements in accordance with UAB policies and procedures. Anticipates future resources, labor costs, materials, tools and equipment necessary to accomplish departmental goals and objectives. Provides guidance to SON departments for technology needs and system compliance.
3. Works with IT, SON employees, and subordinates to ensure all aspects of connectivity, electronic security, IT support, IT infrastructure maintenance, other hardware, peripherals, workstations, laptops, printers, etc., support of employee and student technology, support

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of classroom audiovisual and lecture recording are maintained to support the needs of the school and clinical operations.

4. Provides technical advice on equipment evaluation, selection, installation, interfaces with vendors and makes recommendations to departmental management for equipment selection
5. Responsible for strategic analysis, forecasting, and budgeting for the SON's information technology and facilities office. Manages all procurement and purchasing activities for the facility and IT needs of the SON. Ensures effective management of material and equipment inventories, budgets for equipment replacement, and manages labor and overtime costs within budget. Responsible for managing SON employee and collaborators access to shared drives or other shared resources.
6. Manage all telecommunication activities such as but not limited to: phone line ordering and movement, data jack installation and heat up, inventory control and management. Serve as contact and problem solver for all trouble reporting.
7. Develops, implements and maintains the fire, life safety and occupational health and safety programs to prevent loss of life and injury to UAB SON property and everyone on it. Schedules and conducts emergency evacuation drills in assigned areas. These may address severe weather, precautions, fire prevention, homeland security and medical emergencies. Recommends and participates in capital projects including new construction, and short- and long-range repairs and improvements
8. Serve as SON liaison with Physical Security and manage all key and access requests for employees, responsible for all special opening/closing requests. Maintain and manage key check out for all of SON and SON user needs.
9. Serve as SON liaison with UAB Police and Public Safety. Attend police advisory council, campus watch committee, and other police meetings/event as SON representative. Schedule officers to come to SON for sensitive meetings and school events. Manages the use, upkeep, and booking of the SON vehicle(s) as needed to ensure proper maintenance and adherence to use of the State vehicle. Responsible for reporting on use as requested.
10. Manages all storage needs requests. Maintain, facilitate, and oversee all storage space use in SON. Ensure proper signage for all spaces managed by the SON to include offices, hallways, garage, etc. including but not limited to: directories, directional signage, office signage, informational event signage.
11. Ordering and management of furniture stores for the SON. Works with furniture representatives and University Surplus department to meet needs and to manage SON surplus in an efficient manner. Facilitates all moves in SON – Serves as the liaison between UAB and external contracted companies for moving and storage needs.
12. Responsible for SON parking oversight and is the SON's primary liaison to UAB Campus Director of Transportation.
13. Directs supervision of staff members and student assistants that work in the SON Facilities office, including scheduling employee work hours and approval of employee use of accrued benefit time. Also hires, coaches, counsels, and evaluates direct reports.

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14. Ensures effective staffing to meet operational needs and engaging outside services to meet nonrecurring or emergency needs. Empowers and equips staff to meet operational objectives
15. Ethical conduct is a fundamental expectation for every UAB community member. All employees must abide by the standards of behavior outlined in the UAB Enterprise Code of Conduct. Upon hire new employees are required to attest to the Code by completing the online training that is assigned to them. Behaviors inconsistent with the Code may result in appropriate consequences.
16. Performs other related duties as directed to support the missions of the School of Nursing.

**QUALIFICATIONS:**

Bachelor's degree in a related field and five (5) years of related experience required. Work experience may NOT substitute for education requirements. Must have strong interpersonal, detail-oriented, organizational and communication skills. Must be able to independently problem-solve and provide solutions. Should have a working knowledge of Microsoft Word, Excel and Access software programs. To be successful in this position an individual should possess strong organizational, communication, work ethic and interpersonal skill. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.

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