Capital Projects – Assistant Director
Buildings/Grounds Superintendent
Pay Grade 05 - PVL 85640

Type of Employment: Ongoing, Full Time (40 hours/week)

Location: Sellery Hall, 821 West Johnson St, Madison, WI 53706
Click here to see a campus map

Department: Residence Hall Facilities

Compensation:

- Salary starting between $62,000 and $72,000 per year depending upon qualifications and experience
- A competitive benefits package

Schedule:
Monday thru Friday 7:45am-4:30pm, with 24 hour/day responsibility for Capital Project operation. The 24/7 responsibilities of this position often requires additional hours during the weekend, evenings and holidays.

Requirements:

- A criminal background check will be conducted on all finalists.
- 4 years of facility management experience.
- 3 years of supervisor experience or equivalent leadership experience.
- Project management, building construction management or engineering degree preferred.
- Physical requirements:
  - Job requires long periods of standing, walking and frequent lifting of objects weighing approximately 50 pounds.
  - Ability to climb ladders and utilize personnel lifts.
  - Ability to withstand high temperatures, prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching and lifting.
  - Ability to work prolonged periods sitting at a computer workstation.
  - Ability to perform duties at multiple locations with possible crowded conditions resulting from building traffic.

Position Summary:
Under general supervision from the Assistant Director of Residence Hall Facilities - Capital Projects, the Assistant Director of Capital Projects is responsible for the management, coordination and supervision of construction projects and supervision of Capital Projects staff. This position is strategic in providing vision and leadership in the capital projects area and assists the Assistant Director of Residence Halls Facilities - Capital Projects and the Director of Residence Halls Facilities in the overall planning, budgeting, and management of the residence hall facilities operation.

This position has been identified as a MANAGER within University Housing and is expected to exhibit the following skills and competencies: Leads Change/Achieves Support of Objectives; Encourages Teamwork & Group Achievement;
Persuasive Communication; Understands Inclusion Issues: Creates Supportive Environment for Diverse Employees; Makes Effective Decisions; Planning/Organization and Innovation.

University Residence Halls is part of the Division of University of Wisconsin-Madison. As a student service organization, University Residence Halls provide quality living/learning environments and programs to approximately 7,400 undergraduate student residents. Residence Hall Facilities is a subsection of the University Residence Halls that focuses on housekeeping, mechanical maintenance and long-term infrastructure projects and planning.

Residence Hall Facilities (RHF) is committed to demonstrating our Division of University Housing Core Values: Care in how we approach people and our work; Creativity in solving problems; Integrity in our interactions with staff and customers; Optimism, focusing on opportunities and positive outcomes; Respect for the differences, strengths, and potential in people; Stewardship of human, financial and natural resources; and Excellence in customer satisfaction and communication.

Click here for a complete position description.

How to Apply:

Apply here by 11:59pm on March 9, 2016, for ensured consideration. Failure to submit complete application materials will result in ineligibility for this position.

- Within the online application, please identify three professional references that will be able to speak towards your performance in your current and/or most recent positions. University Housing requires that at least two of the three references be either your current or most recent supervisors. When listing your references to contact, please include the following information:
  - Name
  - Title of their position and relationship to you
  - Phone number
  - E-mail address
- Submit a work history within the online application system.
- UW-Madison is committed to providing opportunities to people from all backgrounds to help create a welcoming, empowered, and inclusive community. UW-Madison encourages women, minorities, veterans, and people with disabilities to apply.
- For questions, please call 608-262-2766 or email hr@housing.wisc.edu.
- Information for candidates that have retired from a Wisconsin Retirement System (WRS) participating employer:
  - If you return to a WRS-covered employer, including the University of Wisconsin after retirement, you are considered a "rehired annuitant." Click HERE for basic information about your benefits if you are a rehired annuitant. Please note that provisions have changed for WRS participants who retired after July 1, 2013.

University Housing is an essential services provider and all University Housing employees are part of this commitment to our residents and guests. University Housing is unique from many other state agencies and university departments because we cannot close as our services must be maintained at all times.

University Housing values diversity and is an Equal Opportunity/Affirmative Action employer