Position Title
Associate Vice President, Facility Operations (Facility Operations Senior Executive)

Department
CAPITAL PLANNING & FACILITIES (UA-VPAD-IUBLA)

Department Information
Capital Planning and Facilities (CPF) works to ensure that IU campuses are beautiful, functional, and sustainable, supporting excellence in teaching, learning, research, and community engagement across the entire university.

A unit within Capital Planning & Facilities, Facility Operations maintains our physical campus to support research, teaching, and learning at Indiana University Bloomington. As a unit of Capital Planning and Facilities, Facility Operations provides wide-ranging services, all with the goal of creating a beautiful, well-functioning campus.

At CPF, we believe diversity, equity, and inclusion are inseparable from our mission to create campuses and communities that keep our faculty, staff and students feeling safe, supported and included. CPF Cares about each individual and the unique background and capabilities they bring to our team. It is through these diverse experiences and perspectives that we will thrive in the future as a team that actively represents Indiana University's commitment to diversity and equity.

Job Summary
The Associate Vice President (AVP) provides leadership, strategic vision, and accountability for executive level planning, implementation and oversight of all facility operations, maintenance,
and campus capital assets. This includes buildings, grounds, and off-campus facilities for all Indiana University campuses and properties. The AVP provides direct oversight and leadership to IU Bloomington campus Facility Operations division. The AVP provides functional leadership, guidance, and standards for all facility operations teams across all IU campuses and Auxiliary units. The AVP leads the review and establishment of university wide facilities budgets, policies, and standards to ensure consistency and effectiveness.

**General Responsibilities**

- Provides leadership in the development and coordination of facilities related operations and systems on all IU campuses, including all academic, administrative, research, and large auxiliary units.
- Leads the review of policies and operations that ensure consistency and effectiveness.
- Creates and implements systemwide standards of excellence, evaluates performance metrics, looks for continuous improvement and determines future strategies.
- Continuously assesses facility needs in consultation with capital planning and facilities (CPF) and regional campus directors and large BL & IUI units on operational programs/practices and policy developments to meet those needs. Assists with special projects and programming in these areas as directed by Vice President.
- Oversees and provides guidance on all operational activities of the Bloomington Campus Facility Operations division.
- Engages in executive level planning, operations management, maintenance and construction of buildings, grounds, and off-campus facilities.
- Assumes overall responsibility for maintenance and operation budgets. Determines and prepares budgetary recommendations; monitors, verifies and reconciles expenditure of budgeted funds.
- Oversees the collection, reporting and communication of data and performance metrics related to campus’ facilities teams.
- Establishes short-term business plans and long-term operational objectives, including managing project timelines/deliverables and developing resource plans for multi-project/multiphase facilities initiatives.
- Works in partnership with the Assistant Vice President, Energy Management & Utilities on systemwide energy conservation and utilities management needs.
- Works in partnership with the Chief Sustainability Officer/Associate Vice President to implement sustainable practices into the daily facility operations practices.
- In conjunction with the Associate Vice President of Capital Projects, plans and develops University Repair and Rehabilitation priorities.
- Establishes priorities, recommendations, and cost parameters for projects to be addressed.
- Serves on the VPCPF executive leadership team and sets tone for culture, leadership, and performance.
- Provides strong operational leadership and strategic direction for assigned CPF units.
- Performs direct staff management functions for assigned staff to include, but not limited to, talent acquisition, onboarding, performance management, salary alignment
and merit recommendations, promotions, PTO approvals, corrective action and
dissmissals.
• Maintains current working knowledge of, and ensures compliance with, all applicable
local, state, and federal laws and internal environmental policies and regulations.
• Serves on a variety of committees and represents the institution at local, state, and
professional organizations.
• Performs other duties as assigned.

Position Attributes

• **Problem Solving and Complexity:** Identifies and defines strategic issues while
partnering with specific areas of the organization to develop strategic plans. Leads the
execution of strategy for sustainability programming. Resolves complex strategic
problems with broad implications requiring creative and innovative problem-solving
using knowledge from several disciplines or areas of expertise.

• **Autonomy and Decision-Making:** Decisions and actions have an impact to immediate
area of responsibility and broader university campus functionality.

• **Scope and Impact:** Develops and oversees budgets and operational
forecasts. Accountable for ensuring budgets are followed appropriately. Must possess
and utilize a high level of judgment in transactions and situations that have significant
financial and safety consequences to Indiana University and users of its facilities.

• **Leadership and Influence:** Oversees and provides leadership for facility teams across
the university with Senior Operational and Strategic People Leader positions as direct
reports. Responsible for developing and mentoring future leaders within the area and
establishing succession plans. Establishes overall performance standards and ensures
achievement of goals, and quality of results. Viewed as thought-leader in area of
expertise.

Qualifications

**EDUCATION**

**Required**

• Bachelor's degree in related field.

**Preferred**

• Master's degree with a focus in engineering, maintenance management, building or real
estate management or building technology field strongly preferred.
EXPERIENCE

Required

- 10 years of broad progressively advanced operational experience in business, governmental or higher education facility maintenance management.
- Experience should include budget planning and development, operation of facilities, building/infrastructure design and construction, contract negotiations, data/trend analysis and interpretation and personnel management.

SKILLS

Required

- Excellent verbal and written communication skills.
- Superlative and creative problem-solving and analytical skills.
- Thorough and current knowledge of broad facility operations practices, and applicable laws and regulations.
- Ability to analyze and understand research and to identify relevant and valuable information.
- Extremely proficient with Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Ability to create, interpret, and execute a budget.
- Ability to present information and to deliver proposals to varying groups of individuals.
- Proficient communication skills.
- Maintains a high degree of professionalism.
- Demonstrated time management and priority setting skills.
- Demonstrates a high commitment to quality.
- Excellent organizational skills.
- Excellent collaboration and team building skills.
- Effectively coaches and delivers constructive feedback.
- Instills commitment to organizational goals.
- Demonstrates excellent judgment and decision-making skills.
- Effective conflict management skills.
- Builds and manages effective teams.
- Effective leadership skills.
- Ability to represent the university with external constituents.
- Ability to drive multiple projects to successful completion.
- Understanding of budgets and budgeting process.

Working Conditions and Demands

This role requires the ability to effectively communicate and to operate a computer and other standard office productivity equipment. The position involves sedentary work as well as periods
of time moving around an office environment and the campus. The person in this role must be able to perform the essential functions with or without accommodation.

**Work Location**

This position will be based on our IU Bloomington campus but have system wide responsibilities and will likely have an office at IU Indianapolis as well.

**Advertised Salary**

The anticipated salary for this position is $195,000.

**Benefits Overview**

For full-time staff employees, Indiana University offers a wide array of benefits including:

- Multiple plan options for medical insurance
- Dental insurance
- Health Savings Account with generous IU contribution
- Life insurance, LTD, and AD&D options
- Base retirement plan contribution from IU, subject to vesting
- Additional supplemental retirement plan options
- Tuition benefit for IU classes
- 10 paid holidays per year
- Generous Paid Time Off
- Paid Parental Leave
- Employee Assistance Program (EAP)

Learn more about our benefits by reviewing our online [Benefits Brochure](#).

**Job Classification**

Career Level: Senior Executive

FLSA: Exempt

Job Function: Engineering, Trades & Facility

Job Family: Facility Management

[Click here to learn more about Indiana University's Job Framework](#).

**Posting Disclaimer**
This posting is scheduled to close at 11:59 pm EST on the advertised Close Date. This posting may be closed at any time at the discretion of the University, but will remain open for a minimum of 5 business days. To guarantee full consideration, please submit your application within 5 business days of the Posted Date.

If you wish to include a cover letter, you may include it with your resume when uploading attachments.

**Equal Employment Opportunity**

Indiana University is an equal employment and affirmative action employer and a provider of ADA services. All qualified applicants will receive consideration for employment based on individual qualifications. Indiana University prohibits discrimination based on age, ethnicity, color, race, religion, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin, disability status or protected veteran status. Indiana University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission, as required by Title IX. Questions or complaints regarding Title IX may be referred to the U.S. Department of Education Office for Civil Rights or the university Title IX Coordinator. [See Indiana University’s Notice of Non-Discrimination here which includes contact information.](#)

**Campus Safety and Security**

The Annual Security and Fire Safety Report, containing policy statements, crime and fire statistics for all Indiana University campuses, is [available online](#). You may also request a physical copy by emailing IU Public Safety at [iups@iu.edu](mailto:iups@iu.edu) or by visiting IUPD.