



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its education programs or activities.

A N N O U N C E M E N T

January 15, 2020

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

#039-20 DIRECTOR, FACILITIES MANAGEMENT AND SERVICES

Location:

Administration and Finance/Plant and Facilities

University Information:

The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and three professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (Under Links).

General Description:

The University of Guam seeks an executive who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.

The University of Guam has an active press dedicated to publishing research and writing about Guam and Micronesia. A variety of publishing opportunities are available to UOG faculty, employees, students and members of the communities we serve through the University of Guam Press.

The Director, Facilities Management and Services (Director, FMS), under the general direction of the Vice President for Administration and Finance (VPAF), is responsible for providing leadership and direction in matters relating to the University's physical plant and facilities consistent with the mission, strategic initiatives, accreditation standards, autonomy and academic freedom. The Director, FMS supports the achievement of institutional purposes and educational objectives in a manner that creates a high quality environment for student learning through management of the FMS organization, engineering and construction contracts, multi-million dollar academic building capital projects associated with the Physical Master Plan, Fieldhouse, and Dormitory maintenance and operations, and strategic infrastructure initiatives. The position manages the University plant and facilities, the dimensions of which include: over \$100 million (M) of capital assets, new construction projects, an operating budget of over \$5M, annual capital outlay up to \$1.5M, up to 82 professional and classified staff, contract vendors, a campus maintenance and preventive maintenance fund of about \$2M and potential for federally funded Capital Improvement Plan (CIP) projects. Direct reports include the Building Maintenance Superintendent, the Capital Projects Manager, and an administrative team with indirect supervision over contractors.

Character of Duties:

Primary duties and responsibilities shall include, but not be limited to the following:

- Manage academic and support facilities, capital projects and budgets, academic and support facilities master planning, project management, construction and engineering, plant maintenance, Heating, Ventilation, and Air Conditioning (HVAC) management, utilities, space management services, energy management and computerized maintenance management systems, and related support services in support of student learning and the mission.
- Manage the construction of capital building projects on budget, specification, schedule to ensure that new facilities address the current and future needs of the various colleges, schools and academic/support departments.
- Administer the implementation of the Physical Master Plan and develop short-term, intermediate-term and long-term budgets and facilities plans appropriate to higher education that meet institutional and educational objectives.
- Deliver operational, institutional capital and project budgets, and Fieldhouse, Dorm and campus maintenance and preventive maintenance budgets.
- Manage the infrastructure systems, processes and support services for accreditation, safety and regulatory compliance, best practice, and sufficiency of resources for institutional excellence and

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accreditation.

- Develop and implement an Energy Independence Plan.
- Develop facility Request for Proposals (RFPs) and contracts and oversee contractors.
- Assure compliance with University Procurement Regulations and applicable environmental, building, fire and life safety, Americans with Disability Act (ADA), occupational health codes, regulations, and standards including those of accrediting bodies.
- Co-Chair the Institutional Safety Committee; serve on Administrative Council and UOG Green team; and staff the Board Physical Facilities Committee.
- Collaborate with deans and directors to achieve goals related to learning and infrastructure support needs.
- Establish operational priorities, standards, and workmanship in light of academic program, student learning needs, and support structure requirements.
- Determine adequacy of existing plant and facilities to meet academic/support needs and accreditation standards and make recommendations for improvement to include periodic/preventive maintenance, life cycle replacement, and renewal programs for plant and facilities.
- Develop emergency response plans and lead emergency response teams to ensure academic, research, and support continuity.
- Interact with external groups (i.e., Guam Environmental Protection Agency (GEPA), United States Environmental Protection Agency (USEPA), union, Federal Emergency Management Agency (FEMA), Civil Defense, Department of Public Works (DPW), Guam Power Authority (GPA), GTA Teleguam (GTA), Guam Department of Education (GDOE)), as appropriate;
- Plan, assign, supervise, coordinate, inspect and evaluate subordinates in accordance with administrative and personnel policies.
- Performs other related duties as assigned by the VPAF.

Qualifications:

Minimum:

- Bachelor's degree in engineering, architecture, facilities management, business or related field from a U.S. accredited college/university or foreign equivalent.
- Seven (7) years of leadership experience in building construction or design, facilities management, facilities-related project management, and management of similarly-sized plant operations and multi-million dollar projects.
- For Engineers - a Professional Engineer (PE) license on Guam.
- For Architects - a Registered Architect license on Guam; and Ability to communicate and work effectively with the public, students, employees, and government officials at all levels.

Preferred:

- Successful, relevant experience on Guam or the Pacific Islands, particularly in construction management, HVAC systems, Environmental Protection Agency (EPA) regulations, FEMA policies, ADA policies and local codes/standards, and government procurement regulations.
- Master's Degree; If an engineer - a civil or mechanical engineering degree.
- If an architect – American Institute of Architects (AIA) membership.
- Familiarity with facilities management in a higher education environment.

Salary Level:

\$83,360 - \$125,040 per annum

Appointment/ Relocation:

The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

Benefits:

Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

Application Process:

Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts
- (4) Professional Engineer (PE) credentials or Registered Architect license on Guam

Special Instructions for References: Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.

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Selected candidate must provide official transcripts prior to hire date. For further information, please contact Mr. Randall V. Wiegand, Search Committee Chair, wiegandr@triton.uog.edu or the Human Resources Office at uoghro@triton.uog.edu, telephone number, (671) 735-2350 or fax number at (671) 734-6005.

Police and Court Clearance: Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

Application Deadline:

Applications will be received no later than 11:59 p.m. on February 10, 2020 (Chamorro Standard Time/UTC+10).

(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)

For further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily post is available at <http://www.postguam.com>.

Work Eligibility:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the University of Guam, you will be required to present valid documents to comply with this law.

The University of Guam is an equal opportunity employer and provider.

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



JOSEPH B. GUMATAOTAO
Acting Chief Human Resources Officer

