

## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>ASSISTANT DIRECTOR – UTILITIES III</b>
<b>TYPE OF VACANCY</b>	<b>MID-MANAGER</b>
<b>REPORTS TO</b>	<b>DIRECTOR</b>
<b>SCHOOL/DEPARTMENT</b>	<b>PHYSICAL PLANT DEPARTMENT</b>
<p><b>SUMMARY:</b> The Assistant Director - Utilities III will be responsible for the management, direction and coordination of the activities, operations and maintenance of the Physical Plant Utility Systems and the trades of plumbing, electrician, and air conditioning at all campuses of the University of The Bahamas, assisting with the overall operations of the physical plant, facilities maintenance, supervision of staff and performance reviews.</p> <p>Additionally, responsibilities will include the managing and project administration of minor construction/renovation projects around the campuses; planning and directing the operation and routine maintenance program of University's facilities and to establish preventative, predictive and replacement maintenance programme of campus equipment. Significant work in the area of energy conservation is required.</p> <p>The successful applicant must be able to prioritize and perform under pressure in both a customer contact and administrative capacity. Outstanding human resource management skills are necessary.</p>	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b> The position of Assistant Director – Utilities III is required to perform a variety of tasks including but not limited to the following:</p> <ul style="list-style-type: none"><li>• Manage, direct and coordinate the activities, operations and maintenance of the Physical Plant Utilities' Unit with responsibility for the trades of electrical, plumbing and air conditioning on all campuses of the University of The Bahamas;</li><li>• Assist with the overall operations of the physical plant, facilities maintenance, supervision of staff and performance reviews and, where necessary, advise the relevant personnel of available training and development opportunities;</li><li>• Assist with the planning of the vacation leave schedule for all staff members assigned to his/her portfolio;</li><li>• Establish preventative, predictive and replacement maintenance programmes for the University's equipment;</li><li>• Maintain accurate records of the plant's monthly maintenance costs and assets recommending cost reductions where possible;</li><li>• Ensure strict practices are carried out in accordance with the University's safety standards;</li></ul>	

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- Prioritize and perform under pressure in both a customer-contact and administrative capacity. Outstanding human resource management skills are necessary.

**QUALIFICATIONS:** Minimum qualifications include a Bachelor's Degree in mechanical (preferred) or electrical engineering and a minimum of five (5) years' professional experience directly related to physical plant management of utility systems or an equivalent combination of education, training and experience, with considerable knowledge of physical plant management, personnel management, safety and budgetary practices.

<b>Salary Grade</b>	<b>Contractual</b>
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<b>Date Published</b>	<b>February 20, 2019</b>
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<b>Application End Date</b>	<b>March 4, 2019</b>
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<b>Date to be Removed</b>	<b>March 5, 2019</b>
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**Submission Information:** To ensure full consideration, interested applicants should submit the following items via email to the address given below:

- A cover letter of interest (highlighting, work experience and accomplishments relevant to the position);
- Completed Employment Application form;
- Current Curriculum Vitae or Résumé;
- Copies of relevant certificates and professional qualifications;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- At least three (3) professional references.

**Email Address:**

**Email:** [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)

**Attn:** Vice President, Human Resources

**Please visit our website at [www.ub.edu.bs](http://www.ub.edu.bs) for more information about the University and to access the University's Employment Application Form.**

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Assistant Director – Utilities III.*