

Westminster College POSITION VACANCY

Assistant Director of Custodial and Event Management Services

The ideal candidate for this administrative role should possess excellent verbal and written communication skills, organizational skills, have a broad knowledge of business functions, and custodial and event management experience. The Assistant Director of Custodial and Event Management services must understand the technical aspects of property management, be able to support day to day business operations, mitigate risk, ensure efficient operation of facilities, and meet the needs of Westminster College's mission.

Duties and Responsibilities

- Supervise, schedule, coordinate, and evaluate custodial employee activities to ensure buildings are cleaned to the established standards. Maintain compliance with established programs, standards, procedures, and customer service goals.
- Develops and revises policies pertaining to the provision of services, e.g., priorities, scheduling, nature of services provided, degree to which service is provided, and charges for services to recipients. Evaluates the effectiveness of services provided; performs inspections on work in progress and upon completion.
- Reviews work assignments, event schedules, service programs, procedures and practices, and makes improvements as needed, collaborates with internal and external constituents.
- Determines training needs and works with the Director in developing training programs. Is responsible for department training programs such as supervisory training, safety and health programs.
- Manages special events Campus wide including set ups and special needs for Commencement, Alumni Weekend, concerts, conferences, hall opening and closing, housing, reunions, final exams, Trustee meetings, conferences, etc.
- Monitors productivity and quality objectives of Physical Plant personnel and works in conjunction with the other areas of the Physical Plant to help develop, implement and facilitate processes that focus on achieving measurable improvements to production efficiency, inventory management, quality, fulfillment accuracy and on-time delivery of work.
- Reviews reports on personnel leave, e.g., sick leave, vacations, leaves of absence.
- Assesses manpower needs and capabilities and implements changes as needed.
- Screens and interviews job applicants and selects new employees.
- Provide effective leadership, communication, direction, and talent development to Physical Plant team members.
- Additional duties as assigned by the Director of Facilities Operations.

Qualifications for Appointment

Education: Bachelor's degree in a related field, experience or an equivalent combination of education and experience.

Qualifications: Three to five years' progressive experience in facilities or event management services, one year of which has been in a supervisory capacity or equivalent combination of educational and experience. Preferred Qualifications include experience with oversight of custodial and/or grounds maintenance operations. Must have been part of the experience noted above. Experience with benchmarking and quality initiatives. APPA EFP or CEFP, or related certification preferred.

Other skills and abilities: The ability to communicate effectively and with confidence to all members of the College community. Strong understanding of fundamental business management and accounting principles, with the ability to make effective judgments and lead meetings, train staff, evaluate business needs, and solve organizational problems. The candidate must also be student-centered, service oriented, demonstrate a high level of integrity, possess strong interpersonal & organizational skills, and be available for on call, evenings, holiday and weekend coverage.

Interested individuals should send a cover letter, resume, and the names and contact information for at least three job related references to humanresources@westminster.edu by no later than **January 17, 2025**.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.