



Please Note: A change was made to this position announcement on Dec 14, 2023

Business Title: **Assistant Vice Chancellor of Physical Plant**

Official title: Physical Plant Director (Inst)(FP069)

Qualifications:

- 10 years of progressive professional work experience in the management of facility maintenance and operations with 250+ employees.
- Demonstrated progressive experience in the management of programs related to facility maintenance and operation, including experience at the director or assistant director level leading such activities for a large, complex organization.
- Strong demonstrated capabilities in planning, budgeting, and management in a large complex institution or organization.
- Skills in leadership, supervision and management, including the ability to coach, mentor, engage and support staff in creating a positive and inclusive workplace. Broad knowledge of leadership/supervisory/management theory and practice.
- Skills in communication: oral, written, active listening, conflict resolution, and the ability to deal with difficult and sensitive situations in a positive, productive manner.
- Ability to establish and maintain effective work relationships, including the ability to negotiate and solve problems with multiple constituencies.
- Demonstrated achievement of multicultural goals, including recruitment and retention of diverse staff and the ability to support a culturally diverse workforce in working collaboratively and effectively to achieve organizational goals.
- Ability to respond to daily challenges while staying focused on long-term goals.

Job Summary:

Working under the general supervision of the Associate Vice Chancellor for Facilities, Planning and Management, the Assistant Vice Chancellor manages the Physical Plant department consisting of approximately 930 permanent employees with an annual budget in excess of \$130 million. The Assistant Vice Chancellor provides leadership and strategic vision for the division on maintenance and operational issues, manages the resources, staff and budget of the department and is responsible for policy and staff development, departmental communications, and coordination of departmental activities with other FP&M departments (Capital Project Delivery, Campus, Planning & Design, Real Estate Development & Administration, Environment, Health & Safety, Sustainability, Transportation Services, and the Office of the Associate Vice Chancellor). Physical Plant includes Operations & Maintenance, Campus Renovation Services, Services, Facilities Management, and Utilities & Energy Management.

The Assistant Vice Chancellor is responsible for developing, supporting, and promoting programs necessary to maintain safe and efficient facilities to meet the needs of students, faculty, staff and the visiting public. The Assistant Vice Chancellor oversees policies, procedures and programs to ensure coordination and collaboration between Physical Plant and other departments and administrative units at the university.

More About UW-Madison and FP&M:

Founded in 1848, the University of Wisconsin-Madison is the flagship university of the University of Wisconsin System. It has a national and international reputation for educational excellence and cutting-edge research and is consistently among the most prolific research universities in the world.



UW-Madison enrolls 43,000 students and has more than 20,000 employees, including about 2,200 faculty and 12,500 staff plus 12,000 student assistants/employees. We value our reputation for academic excellence and educational innovation and have made a strong commitment to progress in areas of diversity and inclusion.

UW-Madison is a world-class land-grant public university and has an annual budget of about \$2.9 billion. The main campus area consists of more than 900 acres. An arboretum, farms and stations, and off-campus properties bring the university's total acreage to 9,566 acres. Facilities include 420 buildings with approximately 25 million gross square feet of space.

The Division of Facilities Planning and Management (FP&M) is committed to promoting respect and civility in the workplace. Staff serve as role models by practicing exemplary behaviors when working with customers, fellow staff members, students, and visitors. The mission of the Division of Facilities Planning and Management is providing excellence in facilities and services for our university community.

Standard Summary: FP069 Physical Plant Director (Inst)

Directs all aspects of the campus physical plant operations to provide members of the university community with a reliable and functional physical learning environment which efficiently utilizes university resources.

Essential Responsibilities:

- 20% Directs, manages, and provides leadership for all operational aspects of the major areas of the physical plant, including innovative and strategic leadership for programs and functions designed to support the academic, research and outreach mission of the institution
- 20% Assists, advises, and informs university leadership on short term and long range planning of facility-related programs
- 20% Oversees the collection and analysis of data necessary to identify institutional needs, evaluates and directs programs and priorities accordingly, and meets regulatory reporting requirements. Establishes criteria for measuring the effectiveness of programs and adopts mechanisms for periodic self-assessment of programs and work units
- 15% Assists in the formulation of standards, policies, and programs related to the administration and daily operations of the physical plant, its employees, and contractors
- 15% Establishes, reviews, and controls the annual operating budget for the Physical Plant
- 10% Exercises supervisory authority, including hiring, transferring, suspending, promoting, managing conduct and performance, discharging, assigning, rewarding, disciplining, and/or approving hours worked of at least 2.0 full-time equivalent (FTE) employees

Education:

Preferred
Bachelor's Degree

Additional Information:

A criminal background check will be conducted on all finalists.

Please note that successful applicants are responsible for ensuring their eligibility to work in the United States (i.e. a citizen or national of the United States, a lawful permanent resident, or a foreign national authorized to work in the United States without the need of an employer sponsorship) on or before the effective date of your appointment, and maintain eligibility without sponsorship throughout your appointment.

We are committed to reducing bias in the recruitment process and utilize a redacted application process, which is the practice of removing personally identifiable information from application materials, before the screening of applicants begins. This may include, but is not limited to, name,



gender, age, education, address, dates (such as graduation dates), photos, references, links to personal webpages, supervisor names, and/or citizenship.

How to Apply:

To be considered, applications must be submitted online. To apply for this position you will need to upload a resume and cover letter. Please detail your related experience and background to the qualifications. The application reviewers will be relying on written application materials to determine who may advance to preliminary interviews. We will also require contact information for three professional references. References will not be contacted without your approval.

To ensure consideration, application must be received by: January 15, 2024

This position may require some work to be performed in-person, onsite, at a designated campus work location (90%). Some work may be performed remotely, at an offsite, non-campus work location (10%).

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: <https://employeeedisabilities.wisc.edu/disability-accommodation-information-for-applicants/>

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The Annual Security and Fire Safety Report (<https://jobs.wisc.edu/asr>) contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the University of Wisconsin Police Department.



Job Group: Facilities and Capital Planning

Job Subgroup: Operations and General Maintenance

FLSA Status: Exempt

Employee class: Limited Appointee

Department(s): A715100 / FP&M/PP

Full time salary rate: Negotiable ANNUAL (12 months)

Salary detail: The salary of this position is negotiable and commensurate with experience.

This position offers a comprehensive benefits package, including generous paid time off, competitively priced health/dental/vision/life insurance, tax-advantaged savings accounts, and participation in the nationally recognized Wisconsin Retirement System (WRS) pension fund. For a summary of benefits, please see <https://www.wisconsin.edu/ohrwd/benefits/download/fasl.pdf>.

Appointment percent: 100%

Anticipated begin date: January 20, 2024

Number of positions: 1

Department Contact:

Joy Benz
30 N Mills St
362 Mills St N 30
Madison, WI 53715-1238

Phone: 608-890-2476
Phone TTY: N/A
Fax: N/A
Email: joy.benz@wisc.edu

For more information, please visit:
University of Wisconsin-Madison: <http://www.wisc.edu>
Office of Human Resources: <http://www.hr.wisc.edu>
Jobs at UW: <http://jobs.wisc.edu>