



Job Vacancy Announcement
Director of Maintenance

POSITION TITLE: Director of Maintenance

JVA#: 2026-04

DEPARTMENT Facilities Management

POSITION SUMMARY: The Director of Maintenance oversees the efficient management of the University's facilities and support services. This role is responsible for planning and administering key operational services across the campus community, including: Managing operations, budgets, and reporting; Overseeing improvements, maintenance, and repairs for buildings, roads, and grounds; Supervising custodial services and utility management; Ensuring compliance with environmental health and safety standards; Leading sustainability initiatives and supporting campus wide meeting and event setups and teardowns; Managing projects, construction, and engineering documentation; Coordinating logistics and ensuring timely completion of multiple projects and programs within budget. The Director ensures all work adheres to applicable codes and standards while maintaining high-quality workmanship.

POSITION CLASSIFICATION/COMPENSATION: This position is Nonclassified and full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. The position is dependent upon available funding.

CORE RESPONSIBILITIES:

- Provide leadership and guidance in managing essential facility operations by organizing the Facilities Management units in a logical, efficient, and non-duplicative way. Ensure the structure aligns with the department's mission, supports the University's needs, and addresses work requirements effectively. Develop and implement policies and procedures that foster a strong service-oriented approach to supporting students, faculty, and staff.
- Oversee and manage BSU's facilities, equipment, custodial services, and landscaping and grounds operations. Ensure all activities comply with applicable federal, state, and local regulations, as well as the guidelines set by the BSU Board of Governors.
- Direct and schedule the maintenance of all heating, ventilation, air conditioning, plumbing, and electrical systems for the campus; establish a workflow schedule to ensure proper maintenance and cleaning of campus buildings, equipment, and grounds.
- Develop and maintain a campus Maintenance Plan Document.

- Manage and coordinate projects, including construction and renovations. Initiate, coordinate and evaluate cost estimates for renovation and construction projects. Monitor project budgets and work toward completion, including managing staff. Participate in final inspections to ensure compliance with approved specifications. Conduct regular and thorough building reviews to ensure all areas portray a desired university image. Resolve problems when encountered.
- Enhance campus safety. Assist in compliance with environmental, life safety, and ADA regulations. Organize campus disaster preparation efforts.
- Oversee the acquisition of materials and services for the department, assuring complete accountability for expenditures and compliance with business office procedures and the rules and regulations of the University, and state and federal entities where applicable.
- Establish and implement short-term and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitor and evaluate programmatic and operational effectiveness, and effect changes required for improvement.
- Design, establish, and maintain staffing and an organizational structure to effectively accomplish the department function; recruit, employ, supervise, and evaluate departmental staff; direct the implementation of management development, skills training, and safety programs.
- Develop and implement an effective communication plan that assures assigned staff, residents, and other constituents are informed of maintenance and housekeeping work, projects, and related efforts that are performed in and around campus locations, including campus residences and dining facilities.
- Develop and manage annual budgets for the department and perform periodic cost and productivity analyses.
- Recommend and participate in the development of university policies and procedures; may serve on university planning and policy-making committees.
- Represent the university to various institutional divisions as well as externally to governmental agencies, vendors, students and their parents, and/or the general public.
- Plan, develop, and implement strategies for generating resources and/or revenues for the institution.
- Analyze and evaluate University parking and transit needs. Prepare proposals and present plans to promote a comprehensive and consolidated operation. Work with various internal and external constituents to address transportation and parking policies, plans, issues, and service requests.
- Assist with community-related physical space/resources projects and initiatives; serve on external professional association committees.
- Work in partnership with the immediate supervisor and others as may be appropriate in the planning and construction of all new buildings and major renovation and repair of existing facilities.

- Advise the university administration on the funding needs to adequately maintain the physical facilities of the institution, and assist the administration in the allocation of fiscal resources for various capital improvement and maintenance projects on campus.
- Perform miscellaneous job-related duties as assigned. May serve as a point of contact for facilities management requests, utilization of space requests, including classroom assignments and office relocations, external relations, and law enforcement relative to athletic events, commencement activities, and other special events throughout the year. Coordinate and facilitate all internal and external campus setups, ranging from major events such as graduation to routine events such as campus meetings and workshops; schedule appropriate workforce to accommodate all facility use events on time.
- Perform other duties as assigned.
- **MINIMUM REQUIRED QUALIFICATIONS:** Bachelor's Degree in Business Management or other directly related field from an accredited institution. Minimum of two years of experience in the management of a maintenance department; Supervisory experience; Financial management/budget at the level of department manager or above. In addition, meet these specific skills:
 - Ability to provide technical guidance and leadership to personnel working in assigned areas.
 - Knowledge of financial/business analysis techniques with proven skill in budget preparation and fiscal management.
 - Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
 - Knowledge of BSU organizational structure, workflow, and operating procedures.
 - Knowledge of customer service standards and procedures.
 - Ability to use independent judgment and to manage and impart information to a range of clientele/.or media sources.
 - Ability to make sound administrative/procedural decisions and judgments.
 - Ability to identify and secure alternative funding/revenue sources.
 - Demonstrated ability to train and supervise employees, to organize, prioritize, and schedule work assignments, and to professionally develop employees to increase performance capacity.
 - Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.
 - Ability to foster a cooperative work environment.
 - Ability to negotiate and manage contractual arrangements.
 - Ability to participate in the planning and construction of new buildings, major renovations, and repair projects.
 - Demonstrated knowledge of and experience with the management of utility systems preferred.

PREFERRED QUALIFICATIONS: Master Electrician, Master Plumber, or Master HVAC Technician.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with an affordable, accessible opportunity for public higher education. A historically black institution,

Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. **BSU welcomes all qualified candidates to apply.** More information about the University is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Also, Bluefield State University does not provide H1B visa or employment sponsorship**

DATE POSTED: September 12, 2025

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, September 26, 2025. Applications will be accepted until the position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide an H1B visa or employment sponsorship.