



University of Illinois at Urbana-Champaign

JOB POSTING

Assistant Facilities Manager

The Illinois Fire Service Institute at the
University of Illinois at Urbana Champaign
will post an open position for
Assistant Facilities Manager.

This is a 100% Civil Service non-exempt position.

Minimum requirements for this position include:

- One year of experience in building maintenance and/or construction
- Demonstrated experience as a firefighter
- Current Class B or higher (CDL or non-CDL) Driver's License

How to Apply:

Job will be posted June 29-July 13

To complete an application please go to: jobs.illinois.edu

See Job Posting for full application details.

For questions, contact:

University of Illinois Staff Human Resources—Stephanie Swearingen

sswearin@illinois.edu—217-333-2137

ILLINOIS FIRE SERVICE INSTITUTE

Job Description

Name: Vacant **CS Number:** 23791

Department: Illinois Fire Service Institute

Current Position: Assistant Facilities Manager

FUNCTION OF JOB

Responsible for the maintenance and operation of the Illinois Fire Service Institute facility located at the Urbana-Champaign campus of the University of Illinois. These responsibilities include firefighting and rescue training props and structures, buildings, equipment, materials, grounds, and tools used by the Institute in its on-campus and field programs.

ORGANIZATIONAL RELATIONSHIP

This position reports to the Operations Deputy who reports to the Operations Officer who reports to the Associate Director for Infrastructure and Special Projects who reports to the Director of the Illinois Fire Service Institute who reports to the Office of the Provost.

DUTIES AND RESPONSIBILITIES

General: The Institute Facility is a 28-acre fire and emergency services training site housing offices, classrooms, storage buildings, training props, and maintenance facilities. Fixed and moveable equipment and vehicles, including fire apparatus, are also maintained and operated at the Facility, for use both on site and at numerous locations throughout the State. All aspects of emergency responder training, including classroom and hands-on training, are taught at the Facility, and state-wide first responder training and emergency response resources are deployed from this location.

1. Assist in assessing, planning, coordinating, constructing, and performing maintenance and repair activities on IFSI firefighting training buildings, firefighting and emergency training props, classrooms, office space, trailers, fire apparatus, equipment, and grounds in support of IFSI classes, programs, and activities
2. Prepare annual or other periodic reports on operation of the University facility and assist with budget preparation including inspection and assessment of all mechanical systems, fire and emergency training buildings and props, and office, classroom, firefighting research, and library buildings.
3. Assist in training and supervising hourly employees to assist with the above two responsibilities.
4. Assesses and makes minor repairs to all aspects of the facility and infrastructure, and when outside resources are needed controls appointments and admission of visitors related to facilities work.
5. Follow provisions for safety of University property, for securing records, cash, and documents, and for protection against fire for persons and property
6. Prepare recommendations for improvements of facilities necessary to maintain efficient operation of the 28-acre facility in general and the firefighter training buildings and props in particular.
7. Arranges facilities for approved conferences, short courses, seminars, meetings, and gatherings
8. Prepare requisitions for supplies, keeps receipts of goods and materials and maintains inventory of University/IFSI property
9. Perform other related duties as assigned

Knowledge

Required:

- Experience as a member of an Illinois Fire Department (career or volunteer)
- High degree of technical knowledge specifically related to the operating building and maintenance principles, safety factors, and maintenance of tools and equipment.
- Knowledge of inventory controls, purchasing and procurement procedures, work scheduling, and building maintenance are also requisites of this position
- Experience maintaining the facilities of a large multi-faceted complex (IFSI is 28 acres with a variety of infrastructure)
- Familiarity with the operation and maintenance of small engines, hand tools, ladders, and power (chain and rotary) saws
- Ability to climb ladders, operate power tools, and drive fire apparatus (Illinois Class B non-CDL license or better will be required)
- Ability to lift, carry, and move up to 50 pounds on a regular basis
- Must have a good command of the English language to ensure above average communication capability.
- Demonstrated record of performance, positive attitude, ability to work well with others and the ability to work with sensitive and confidential information.
- Ability to work in a team environment and willingness to help and support teammates in times of work overloads.

Desired:

- Familiarity with IFSI firefighting, technical rescue, and hazardous materials training programs
- Familiarity with University of Illinois Facilities and Services

REPORTING RELATIONSHIP

This position reports to the Operations Deputy who reports to the Operations Officer who reports to the Associate Director for Infrastructure and Special Projects who reports to the Director of the Illinois Fire Service Institute who reports to the Office of the Provost.

Guidelines will be general and specific, as contained in written Institute/University policy and procedures, and general in nature, as set out verbally by the supervisor based on operational requirements.

PERSONAL RELATIONSHIP

The majority of personal contacts will be face-to-face with Institute students, staff and representatives of other service departments of the University and private firms. Email and electronic systems are very frequently utilized for communications and reporting. Occasionally, face-to-face contacts will be made with representatives of other agencies (local, state, and Federal) outside of the University. Frequent telephone contacts with these same persons, firms, and agencies will be required.

ENVIRONMENTAL DEMANDS

Some maintenance work will take place in unheated, poorly lighted areas such as the Training Tower and Structural Burn Buildings. Fire debris will often be in these areas immediately following training exercises. Outdoor work on a year-round basis is required.