



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

RESOLUTION

concerning

CONVERSION OF POSITION

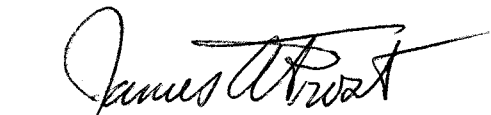
PLANT FACILITIES ENGINEER II (Classified Management)
to
ASSOCIATE DEAN FOR FACILITIES OPERATIONS/ADMINISTRATOR VII
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

May 3, 1985

RESOLVED, That the position, Plant Facilities Engineer II (Classified Management) be converted to Associate Dean for Facilities Operations/Administrator VII at Southern Connecticut State University effective May 3, 1985, in accordance with all provisions and expectations as set forth in the proposal dated April 19, 1985, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
President

SOUTHERN CONNECTICUT STATE UNIVERSITY

Unclassified Position Alteration Summary

TITLE: Associate Dean for Facilities Operations

FUND: General

POSITION TYPE: Permanent X Temporary _____
Full-time X Part-time _____

EFFECTIVE DATE: May 3, 1985 Bargaining Unit AFSCME

COST: None - This position will be filled by the Executive Dean for Campus Affairs who has resigned from that position.

PROPOSAL:

That the Plant Facilities Engineer 2 (classified management) position be converted to Associate Dean for Facilities Operations, Administrator VII, and the new job description be accepted.

JUSTIFICATION:

The acceptance of this proposal would provide for the adoption of a local Administrative Faculty job description which more accurately portrays the institutional requirements for this position. Note also that state personnel encourages absorption of such positions into other agency units which thereby reduces the number of different employee groups to administer.

Date: April 19, 1985

Prepared By Roger J. Bergh

Approved By [Signature]

RECEIVED
APR 23 1985
THE CONNECTICUT
STATE UNIVERSITY

SOUTHERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Associate Dean for Facilities Operations

ADMINISTRATIVE RANK: VII

POSITION SUMMARY:

The Associate Dean for Facilities Operations is responsible for the overall planning, direction and control of all facets of the physical plant. Principal components include long-range facilities planning, building and equipment maintenance, custodial services, mechanical systems and grounds, energy conservation, heating plant and utility systems along with related procurement and inventory. The Associate Dean reports to the Vice President of Administrative Affairs.

POSITION RESPONSIBILITIES:

1. Responsible for the general management and supervision of the Physical Plant Department.
2. Establishes standards and programs for the maintenance and modernization of physical facilities.
3. Coordinates the automation of the work order system and inventory.
4. Plans and initiates the construction of new facilities and modifications to existing facilities.
5. Directs an energy management program.
6. Develops and administers physical plant service contracts.
7. Oversees a preventive maintenance program.
8. Prepares and monitors an annual budget.
9. Serves as liaison with State, university and community officials.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibilities of the position.

EDUCATION AND EXPERIENCE:

Master's degree in an appropriate field. A professional engineering license is desirable. Minimum of five (5) years management experience, preferably at an institution of higher learning. Demonstrated ability to provide organizational development and supervise a large and diverse work force. Human relations skills are essential as is the ability to communicate effectively orally and in writing.

ADMINISTRATIVE FACULTY William J. O'Donnell

IMMEDIATE SUPERVISOR [Signature]

DEAN OF PERSONNEL ADMINISTRATION Roger J. Berg