



Executive Director for Facilities Services

Leadership Profile



[San Diego State University](#) seeks a relational leader with exceptional technical expertise and emotional intelligence to serve as the next Executive Director of Facilities Services. Success in this role demands a collaborative leader who can engage stakeholders early, implement change thoughtfully, and maintain high service standards in a 24/7 operational environment.

The Executive Director will provide leadership and strategic direction for over 250 employees and supports approximately eight million square feet of buildings (including residence halls and parking structures) and 280 acres of improved and unimproved land across multiple campus locations, including the main San Diego campus, Mission Valley, and expanding lab facilities.

Position Summary

Under the general supervision of the AVP of Business Operations, the Executive Director of Facilities Services (EDFS) serves as a key member of the AVP's leadership team and is responsible for providing strategic leadership and overall management within Facilities Services (FS) including work control, custodial services, grounds and landscaping, building maintenance, engineering services, fleet services, energy management utilities operations, and safety/OSHA compliance. The position is also responsible for the management of special funded facilities programs such as deferred maintenance, special repairs, and projects under the minor capital improvement program.

The EDFS is a process-oriented person who continually evaluates and improves the department's processes while achieving the departmental goals. This position has direct responsibility for managing a comprehensive facility maintenance and repair program for campus buildings, grounds and infrastructure. Additionally, this position is responsible for operating, maintaining, and overseeing major building technology systems such as lighting control, fire and life safety, and elevator systems.

The EDFS has a broad programmatic responsibility for managing, developing, directing and providing vision and strategic planning, while establishing and monitoring organizational goals for all functional activities within their area. The incumbent has responsibility for the day-to-day administration and management of staff, represented by unions, and 18 managers (4 of whom are direct reports). The EDFS is responsible for the FS budget to include personnel salaries and maintenance costs. The EDFS plays a key role in the campus Emergency Operation Center supporting campus emergency preparedness and assistance.

Objectives: Establishes direction and guides for the Facilities Services leadership team, including operations, communications, customer service, human resource management and strategies designed to meet the campus community's needs effectively and efficiently.

Expectations: As a member of the management team and SDSU's administration, the incumbent works with various constituencies to improve services and resolve problems. The EDFS maintains continuous contact and communication with faculty, staff, students, and campus administrators to identify needs and expectations. The EDFS coordinates services and support, oversees labor relations for the Facilities Services department and Housing Facilities Services. In addition, the EDFS is responsible for determining the level of customer satisfaction with the services provided.

The incumbent must develop and utilize data and key performance indicators to provide thorough

and accurate accounting of time and materials, tracking reporting and analysis of data related to all work activities, projects, preventative maintenance, repairs and work orders. The incumbent must consistently engage the university needs in a timely and professional manner and maintain a positive and cooperative working relationship with members of the department and campus community.

Other responsibilities include management and oversight of the Facilities Services budget to ensure that established budgetary parameters are met, continuing assessment of the ongoing and future financial needs of the department, development of accurate estimates and proposals for special projects and programs as needed for the ongoing support of campus facilities and grounds, and ongoing assessment of deferred maintenance needs and collaboration with campus colleagues in the development of strategies and effective financial planning to address deferred maintenance.

San Diego State University

Founded in 1897 as a teacher's college, and a member of the California State University system since its inception in 1960, SDSU has grown to become a leading public research university while deepening its commitment to education. The mission of SDSU is to provide research-oriented, high-quality education for undergraduate and graduate students and to contribute to the solution of problems through excellence and distinction in teaching, research, and service. SDSU pursues its mission through its many diverse departments and interdisciplinary programs in the creative and performing arts, the humanities, the sciences, engineering and business, and the social and behavioral sciences.

With over 39,000 students, SDSU is committed to providing its students with a transformational college experience. In 2024, the university celebrated the milestone of reaching 500,000 alumni with the spring graduating class. SDSU is also expected to be named an R1 university by the Carnegie Foundation in spring 2025, joining the 4% of U.S. universities with this prestigious status. SDSU is proud to be an exceptionally diverse, transnational institution and holds designations as a Hispanic-Serving Institution (HSI) and an Asian American and Native American Pacific Islander-Serving Institution (AANAPISI). Ranking among the top 25 LGBT-friendly campuses in the nation, SDSU is sincerely committed to higher education access and equity in all forms.

Campuses

- [SDSU San Diego](#) - For over 128 years, SDSU has been rooted in one of the nation's most dynamic and diverse regions. Located 30 minutes from the U.S.–Mexico border on Kumeyaay land, the university is defined by cultural connection, curiosity and a strong sense of community. Located on Montezuma Mesa at the eastern edge of San Diego, this campus moved to its current location in 1931 after outgrowing its original University Heights site. The main campus spans 283 acres and features a mix of Mission Revival and Spanish Colonial architecture, with several buildings listed on the National Register of Historic Places. This is the primary campus serving over 40,000 students with comprehensive undergraduate and graduate programs.
- [SDSU Imperial Valley](#) For nearly 65 years, San Diego State University Imperial Valley has been a part of the Valley community. With about 1,200 students, SDSU Imperial Valley provides a uniquely intimate educational experience. Through high-impact courses, faculty and staff mentorship, and hands-on research opportunities, they've been at the forefront of preparing tens of thousands of students for successful professional careers. The next

major development will come through the [Lithium Valley initiative](#).

Imperial Valley is home to one of the world's largest sources of lithium, the essential material for electric vehicle (EV) batteries. Lithium Valley uniquely positions California to be the global hub for lithium battery extraction, and a leader in securing a clean energy future. Lithium Valley has the potential to provide significant economic growth for all the communities of the Valley. To aid in the success of this priority, SDSU is working to prepare tomorrow's industry leaders through expanded degree programs, hands-on research, and workforce training.

- [SDSU Mission Valley](#) will serve higher education, the public good, and the community's goals and aspirations. SDSU envisions a vibrant, mixed-use, medium-density development that is transit-oriented, and expands the university's educational, research, entrepreneurial, and technology transfer programs. SDSU Mission Valley will be a community asset, expanding the university's educational, research, entrepreneurial, and technology programs and supporting community engagement. SDSU Mission Valley will also include Snapdragon Stadium, an Innovation District, housing, a hotel, retail, and more than 80 acres of community parks and open space, including a 34-acre River Park.

Opportunities and Priorities

Major Responsibilities

Policy

In conformance with University and State of California requirements, the Executive Director establishes and maintains Facilities Services policies in support of service missions and assures related functions comply with all applicable laws, codes, ordinances, regulations, policies and procedures.

Organization

The Executive Director is responsible for directing the management of the following functional units to most effectively support campus maintenance and operational programs:

- **Programs & Engineering:** In collaboration with the Director of Project Management, manages multimillion dollar programs in the design and oversight of Minor Capital Outlay construction for new, renovation/remodel, and special repair projects to be completed by staff or contacted services; ensures regulatory compliance with California State Fire Marshal, Americans with Disabilities Act, Title II, and all applicable building codes and regulations; liaison for Major Capital Outlay projects management by Planning, Design, and Construction. Directs the management of historical data related to facility documentation and building files.
- **Utility Plants:** Engineering and operation functions of heating, ventilation and air conditioning systems including Cogeneration, High Voltage Electrical, Steam, Central Chill, and Thermal Energy Storage plants.
- **Mechanical Services:** Construction/renovation activities related to ductwork and metal work construction, HVAC design and installation; Preventative Maintenance; energy management of automated environmental control systems that monitor and regulate campus facilities HVAC, Fire Alarm and Suppression systems.
- **Housing Facilities Services:** In collaboration with the Executive Director of the Office of

Housing Administration, supports eleven residential facilities and ancillary facilities maintenance and repair, including fire and life safety systems, preventative maintenance, construction activities, maintenance contracts, year-round custodial services for residents and summer conference operations. Includes waste removal, recycling and residential sustainability efforts.

- Building Services: Trade shops involved in construction, maintenance, repair, and renovation/remodel projects.
- Grounds & Landscape Maintenance: Care, maintenance, repair and improvement of improved and unimproved land including roads, athletic fields, planters, lawns, and hardscape.
- Garage/Fleet Services/Motor Pool: Garage and fleet services in the repair and maintenance of Facilities Services, Public Safety, and campus motor pool inventory; small motor/equipment repair and maintenance.
- Custodial & Hardscape Maintenance Services: Campus custodial services; related contracted services, supports and assists in the coordination of special events (commencement, open house event, etc.); cleaning and care of campus exteriors and related contracted services; and campus waste removal and recycling programs.
- Electrical and Lock Shop Services: Directs the management of the University's electrical systems, lock, and security and fire alarm systems.
- Work Control Center: Unit responsible for the communication between the campus community and Facilities Services. Coordinates scheduling and completion of campus maintenance and communication of all construction projects, dispatches staff and follows up on trouble calls; manages chargeback cost recovery; manages operation of the automated facilities management system used to track all Facilities Services work.
- Safety: In conjunction with the campus department of Environmental Health and Safety, responsible for implementing and maintaining the provisions of the SDSU and Facilities Services Injury and Illness Prevention Programs.
- Training: Ensures staff remains current in all areas of responsibility and are trained in the use of equipment, materials, and tools through an active continuous program of training and education.
- Deferred Maintenance: Ongoing assessment of deferred maintenance needs and work with campus colleagues in the development of strategies and effective financial planning to address deferred maintenance.

Staff Management

The Executive Director is responsible for all aspects of departmental human resources management. In cooperation with the Office of Employee Relations and The Center for Human Resources, this includes labor relations within a unionized workforce, training, hiring, performance evaluations, and disciplinary action. The Executive Director is responsible for balancing workload demands and resources and determining the type and number of temporary help and student assistants required to complete the ongoing, varying cyclical workload. This requires special knowledge and understanding of techniques employed in the effective daily scheduling of a large, diverse workforce including experience working with union leadership and within collective bargaining agreements. The Executive Director interprets and is accountable for decisions related to implementing CSU employee collective bargaining agreements and employee relations policies and procedures.

Financial Resource Management

The Executive Director will plan, develop and manage annual operating University Operating Fund, Institutional (Utility), and cost recovery (recharge) budgets. This position is directly responsible for the effective management of all departmental financial and material resources. This responsibility involves the determination and justification of resource requirements for the preservation, renovation and modernization of facilities and utilities, as well as the development, prioritization and administration of projects. With a budget that includes a significant cost recovery program, the Executive Director is responsible for forecasting revenue and balancing expenditures on an ongoing basis and monitors expenditures to ensure funds are effectively and appropriately utilized and productivity standards are maintained.

Service

The Executive Director, as the principal representative of the Facilities Services department, provides advice and support to other campus departments, the auxiliaries, the California State University Chancellor's Office and other CSU campuses and participates in professional associations and various campus and CSU programs and committees. The Executive Director promotes the goals and objectives of the Vice President and prepares special studies as required.

Emergency Operations

The Executive Director plays a critical role in the Campus Emergency Operations Plan with responsibility for serving as the Planning Section Chief, directing rescue operations, security, damage assessment and recovery operations.

Competencies and Qualifications

Position Requirements

- Bachelor's degree in related field.
- Seven years of progressively responsible relevant management experience, with direct experience in facilities management.
- Understanding of requirements for operating high voltage electrical systems, cogeneration power plants, central chiller plants and steam/boiler plants.
- Significant experience managing in a collective bargaining environment, including regular work with union representatives, dispute resolution, and grievance management.
- Experience effectively managing a large, complex budget.
- Experience with a majority of the functions under the position's leadership and oversight.
- Demonstrated success in process improvement.
- Demonstrated experience managing work control, work planning, inventory management, billing and chargeback systems, and data reporting and analytics.
- Familiarity with implementing sustainability initiatives including LEED O&M, Waste Diversion, water conservation, renewable energy and energy efficiency projects.

Skills, knowledge, and abilities required for this position that are based on the classification standards

- Knowledge of principles of administration and resource management, including human resources, physical resources, and financial resources.

- Familiarity with OSHA requirements and building codes with knowledge of or ability learn Title 24 Energy Standards and CalGreen.
- Experience in conflict resolution techniques and grievance administration procedures.
- Ability to understand and apply CSU and University policies and procedures.
- Ability to coordinate activities of multifaceted operation to provide effective support and services to a diverse constituency and respond to multiple and changing priorities.
- Demonstrated ability to provide sound judgment and leadership that will inspire the trust of a diverse workforce.
- Commitment to a strong customer service and communication philosophy and ability to direct and manage a multi-trade work force to maintain that philosophy in the delivery of maintenance service to facilities and equipment through preventive maintenance programs, service calls and requests.
- Ability to analyze and respond appropriately in order to effectively organize and direct personnel during crisis or emergency situations.
- Demonstrated ability and skill in problem solving and to frequently shift managerial focus and attention throughout the day and render decisions on operational and personnel matters.
- Skill to develop, implement and control operating and capital budget and ensure budget objectives are met within approved resource allocation.
- Excellent interpersonal and consensus building skills and ability to work collaboratively within a complex organization with a strong customer focus on the students, faculty and staff that occupy our campus facilities.
- Excellent verbal and written communication skills to effectively communicate orally, in writing, and electronically with all levels of management and support staff, students, and numerous external contacts.
- Ability to delegate, evaluate work performance, hold subordinates responsible for satisfactory performance of assignments, and recognize need to take corrective or disciplinary action as necessary.
- Ability to prepare and maintain operational plans, measure and report performance against the plans.
- Ability to develop creative and thoughtful management and planning techniques to effectively organize a staff of approximately 250 individuals in a unionized workforce who provide the critical services which serve to enhance the capabilities of the University.
- Ability to prepare and submit various narrative and statistical reports.
- Experience with work order, planning and inventory management systems, data reporting and analytics.
- Computer skills including word processing, email, management information database and spreadsheet software to effectively perform the duties of the position.

Specialized skills required for this position

- Must have knowledge of safe working techniques and safety equipment and must be aware of the typical hazards of the workplace as well as the special hazards that may be encountered (biohazards, chemicals, asbestos/lead containing materials).
- Must have ability to understand, interpret, apply and convey to others university and departmental policies and procedures.

- Must be sensitive to and understanding of the diverse academic, socioeconomic, cultural, varying ability, and ethnic backgrounds of the campus community.

License and Certification Required (I.e., Driver's License and Grade, Certification, etc.)

- Valid CA Drivers' License or the ability to obtain one within 10 days of hire.

Preferred Qualifications

- Facilities management experience with a wide range of facility types, sizes and ages, including energy and utility infrastructure systems is preferred.
- Management experience in a higher education environment is preferred.
- Experience in costing Facilities services in a recharge environment is desirable.
- Registration as a professional engineer in civil, mechanical or electrical engineering is preferred.
- LEED AP or LEED Green Associate preferred.
- APPA Certified Educational Facilities Professional (CEFP) or similar credential is preferred.

To Apply

San Diego State University has retained [Opus Partners](#) to support this recruitment. [Katie Dean](#), Partner, [Kenna Boyd](#), Partner, and [Marisea Rivera](#), Senior Associate, are leading the search. Confidential inquiries and nominations should be submitted by email to Marisea at marisea.rivera@opuspartners.net. To be considered by the University's search committee, candidates must provide a resume and a letter of introduction that addresses the specific responsibilities, expectations, and qualifications described above. Please consult Opus Partners for more information about the application process.

Anticipated hiring range: \$200,000 - \$220,000 annually

SDSU is an Equal Opportunity Employer that considers all qualified candidates for employment and does not discriminate on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered military and veteran status, or any other protected characteristic or status. Reasonable accommodations will be provided for qualified applicants with disabilities who request an accommodation by contacting Casie Martinez at cmartinez12@sdsu.edu.