

Assistant Director – Plant Engineer – William Paterson University

Invitation to Apply:

Reporting to the Director of Physical Plant Operations, the Assistant Director - Plant Engineer is responsible for the code compliance, maintenance and operation of all mechanical, electrical, plumbing, building controls and fire protection systems at the University.

William Paterson University is the third most diverse public university in New Jersey. As a longstanding member of the Hispanic Association of Colleges and Universities (HACU), we have been designated by the US Department of Education as a Hispanic-Serving Institution. The University offers more than 250 undergraduate and graduate academic programs that range from liberal arts and sciences to pre-professional and professional programs; it enrolls nearly 11,000 students from across the country and from over 40 nations. The University is situated on a beautiful, 370-acre suburban campus in Wayne, New Jersey, just twenty miles west of New York City.

Opportunities to Contribute: Acts and advocates for safe, reliable, high performing, and cost effective operation of systems that meet the needs of the University community. The position identifies and addresses issues of concern with all constituents while maximizing assigned resources.

Duties and Responsibilities:

- Manages the Electric, HVAC and Plumbing shops.
- Manages and maintains multiple agency permits and technical service contracts; responds to inspections requirements.
- Ensures fire safety and environmental compliance.
- Prepares cost and time estimates for projects
- Develops and manages operational and project budgets.
- Oversee energy procurement, reporting and analysis.
- Recommend process improvements and develop policies and procedures in compliance with recognized standards and codes.
- Develop metrics to assess performance against established benchmarks.
- Assists the Director with the development of capital, construction and operational budgets, and initiates the preparation of annual budget reports and projections.

- Participates in and works with first line supervisors in the performance evaluation of members.
- Serves on the Departments after-hours management duty roster.
- Represents Facilities Department interests on campus committees, capitol projects and other committees as may be required.

Qualifications:

- Bachelor's degree in engineering (mechanical or electrical preferred) or related field is required.
- Five (5) years of technical trades' supervisory experience in an institutional setting including direct management and supervision of employees and projects required.
- Excellence in interpersonal presentation and oral/written communication skills.
- Working knowledge in the use of Microsoft Word and Excel.
- Must be able to be on call 24 hours/7 days to respond to emergency situations.

Preferred Qualifications:

- A Professional Engineering license.
- Advanced degree in Business Administration.
- Experience in a higher education environment, or private.
- Architectural/engineering or construction practice involving contracts for public facilities.
- Experience with civil service or unionized environment.

The Ideal Candidate:

Supports the successful operation of University facilities

Demonstrates ethical leadership

Is responsive to customer needs

Thrives in a fast paced and high volume environment

Works effectively with a diverse population

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Please [click](#) to Apply for the position.

Interested candidates will be prompted to:

Complete an application

Submit a cover letter and resume or CV

Provide names/contact information of three professional references.

Submission of all documents listed above is required for consideration.

If you have any general questions related to this search, please send your inquiries to talent@wpunj.edu.

William Paterson University is an equal opportunity employer that actively values and supports diversity among faculty, staff and students. Women, minorities, and members of under-represented groups are encouraged to apply.