



Job Description – Senior Associate, Campus and Facilities

Department: Campus & Facilities

Reports to: Assistant Director of Campus & Facilities

Position Summary

- This position serves as the resident engineer and administrator responsible for campus and facilities engineering services, day-to-day routine maintenance and property management services, and related administrative operation.

Responsibilities

- Provide facilities' related engineering services, on-schedule check and design services to production and maintenance at NYU Shanghai academic building(s) and students' residential buildings.
- Oversee all facilities and building construction and renovation projects, and act as the liaison between the University, Department of Campus and Facilities, and Lujiazui Property Management Office, and local government/vendors when necessary.
- Enforce all NYU Shanghai Safety policies and practices for onsite facilities operation, construction, check, maintenance and repair, etc.
- Insure that all applicable building codes are met and followed for all construction and facility related projects and services.
- Provide equipment, facility and construction expertise/consulting to maintenance team, and to the project engineers as needs arise.
- Coordinate all phases of assigned projects from concept, scope development, written specifications, bid solicitations and related bid meetings, equipment and facilities engineering/design, and installation through start-up, acceptance and project close-out.
- Monitor daily operation in academic and residential buildings, including routine maintenance and property management.
- Manage daily and on-schedule cleaning, energy saving, and facility crisis if any.
- Take in charge of day-to-day administrative work related to engineering and facility management.

Required Qualifications

- Bachelor's degree in a relevant Electrical/Mechanical/Architectural or Building Construction Engineering; Master's degree will be preferred.
- Over 5 years of experience in new equipment installations, building construction /additions, campus layout, engineering functions, project management, and maintenance operations. Experience in non-profit sector or an institution of higher learning preferred. Experience with working with a multi-national and diverse population preferred.
- Over 5 years of experience with facility related services.
- Extensive knowledge of construction practices, building codes, and construction contractor safety practices.
- Able to take multi-tasks and work under pressure.
- Good oral and written communication skills, as well as organizational and planning skills, communicating critical, time-sensitive information to the appropriate parties and provide follow-up action as necessary, and informing related representatives about any issues that arise, and facilitate the satisfactory resolution to those issues.