

Property Manager Innovation and Technology Center

Position # 25-035

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, and soon to be Vienna, WV (We are not a branch of West Virginia University). We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate and bachelor's degrees. This position may require work at our Main Campus in Parkersburg, WV, or at one of our branch locations in Vienna, WV, or Ripley, WV.

Benefits

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans through www.peia.wv.gov and flexible benefits such as Accident Insurance, Hospital Indemnity Insurance, Critical Illness Insurance, Flexible Spending Accounts (Healthcare & Dependent Care), Health Savings Account, Dental, Vision, Short-Term Disability, Long-Term Disability, Group Legal Plan, and Hearing
- Annual and Sick leave for full time non-exempt staff, exempt staff, and 12-month faculty
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

To Apply

- Submit an Employment Application packet available at www.wvup.edu/jobs
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

Posted

01/22/2025 with an application deadline of 02/05/2025.

Employment Status

Exempt/Non-Classified/Salary Staff, full time regular, benefits eligible position.

Shift

Variable. Full time is considered 37.50 hours a week.

Pay Grade

05 (Salary is commensurate with education and experience)

Function/Summary

WVU Parkersburg seeks a Property Manager who will implement a strategic plan for the vendor management of the Innovation and Technology Center in Vienna, West Virginia. The Property Manager will oversee all facilities-related activities, ensuring that physical plant operations, including all buildings, grounds and utilities are in appropriate working order to provide a safe, healthy, and comfortable environment for students, faculty and staff at the ITC. The Property Manager will provide a proactive approach to problem-solving, demonstrate strong leadership capabilities and can oversee multiple projects.

Minimum Qualifications

Education:

- Bachelor’s degree in a related field or equivalent education and experience.

Experience:

- Experience in engineering, architecture, construction, facilities maintenance, or related field (required)
- Preference in facilities management and maintenance (preferred)

Knowledge, Skills & Abilities

- Ability to read, write and perform basic mathematical calculations
- Ability to follow oral and written instructions
- Ability to remain calm and composed in high-stress situations.
- Knowledge of emergency procedures, hazards, and safety principles
- Ability to work individually or as a team member
- Ability to maintain confidentiality

Duties/Responsibilities

Frequency:	Duties:
25%	<p>Vendor Management</p> <ul style="list-style-type: none"> • Develop and maintain strong relationships with external vendors and service providers to ensure high-quality services. • Oversee contract negotiations, renewals, and terminations to align with organizational needs and budget constraints. • Monitor vendor performance through regular reviews and performance metrics. • Coordinate facility rentals, ensuring agreements are clear and beneficial to all parties.
15%	<p>Maintenance Oversight</p> <ul style="list-style-type: none"> • Plan, schedule, and execute routine and preventive maintenance tasks for all facilities. • Identify and address maintenance issues proactively to avoid disruptions. • Collaborate with staff to implement maintenance best practices and minimize downtime. • Utilize maintenance management systems to track tasks, inventory, and equipment lifespan.
15%	<p>Safety and Compliance</p> <ul style="list-style-type: none"> • Stay updated on health, safety, and environmental regulations relevant to facilities management. • Conduct regular safety audits and inspections to ensure compliance. • Train staff on safety protocols and emergency procedures. • Develop and implement corrective actions for any compliance violations.
10%	<p>Project Management</p> <ul style="list-style-type: none"> • Oversee renovation and construction projects, ensuring alignment with institutional goals. • Develop project plans, including budgets, timelines, and resource allocation. • Coordinate with architects, contractors, and stakeholders to meet project milestones. • Monitor progress and address issues to ensure projects stay on track and within budget.
10%	<p>Team Leadership</p> <ul style="list-style-type: none"> • Recruit, train, and supervise maintenance, security, and custodial staff. • Foster a collaborative and supportive work environment. • Set clear performance goals and conduct regular evaluations. • Address team challenges and provide resources for professional growth.
10%	<p>Strategic Planning</p> <ul style="list-style-type: none"> • Collaborate with leadership to develop long-term facility management strategies.

	<ul style="list-style-type: none"> • Create detailed plans for maintenance schedules, technological upgrades, and facility expansions. • Analyze facility needs based on usage trends and future projections. • Present strategic recommendations to stakeholders for approval and funding.
10%	Reporting <ul style="list-style-type: none"> • Compile detailed reports on facility conditions, maintenance activities, and vendor performance. • Track key performance indicators (KPIs) and present findings to the Executive Director of Maintenance and Facility Management. • Provide actionable insights to improve efficiency and address challenges. • Ensure transparency and accountability through regular communication with stakeholders.
5%	General <ul style="list-style-type: none"> • Other Duties as assigned.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action Institution and does not discriminate on the basis of race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. West Virginia University at Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities.