



Building Operations Manager

Job Code: 6601

Salary Grade: S11

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for organization, coordination, and facilities management. Manages and plans ahead to ensure facilities and labs are setup and maintained for efficient use.

- Manages labs and facilities, to include but not limited to logistical coordination, room or lab setup, planning, and coordination.
- Responsible for coordinating keys, room scheduling, logistics and setup for events.
- Oversees hauling and delivery of materials, including supply and materials inventory.
- Responsible for building safety and emergency preparedness, including Building Continuity Plan, Building Safety Coordinator and University Severe Weather Coordinator.
- Responsible for purchasing and procurement of materials and equipment.
- Assists with event planning.
- Provides technical expertise to faculty and students for projects.
- Maintains building and facilities, responding to power outages and acting as liaison to Facilities Management.
- May assist with class presentations and building information tours.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of a Bachelor's degree for a total of 84 months related experience.

Experience:

Required: 36 months minimum of experience in facility management or project management.

Certifications or Licenses:

- Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days from hire date.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Highly organized and ability to handle multiple projects and deadlines
- Strong initiative to solve problems
- Extensive knowledge of commercial mechanical, electrical, and structural operations of the facilities
- Ability to think rationally in emergency situations (fire, flood, etc.) to minimize both injury and damage to the structure
- Strong building improvement skills
- Basic math and computer skills
- Ability to accurately read and understand written materials and instructions

Working Conditions

Physical:

Must be able to engage in repetitive motions. Ability to bend, move, stand and lift.

Environmental:

Exposure to dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Exposure to safety hazards.

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