JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Building Operation Administrator

Job Code: 8802

Salary Grade: S09

FLSA Status: Exempt

Job Family: Facilities Operations

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.

Job Responsibilities

Oversees the daily operations, maintenance, and safety of the building(s) to ensure a secure, functional, and efficient environment. Coordinates maintenance activities, enforces safety protocols, and manages vendor relationships.

- Supervises, trains and evaluates assigned staff
- Plans, coordinates, and oversees building maintenance repairs inspections and facility upgrades
- Ensures compliance with safety regulations building codes and environmental standards
- Develops and implements preventative maintenance programs to maximize operational efficiency and building longevity
- Manages vendor contracts service agreements and oversee third-party contractors for maintenance and repair work
- Monitors building systems such as HVAC electrical plumbing fire safety and security systems for proper functioning
- Prepares and manages budgets related to building operations including procurement of supplies and equipment
- Responds promptly to emergencies building issues and tenant concerns providing solutions and coordinating necessary actions
- Maintains accurate records of maintenance inspections repairs and compliance activities
- Collaborates with other departments to support building-related needs and organizational events
- Enforces company policies and procedures promoting a safe and efficient workplace
- Coordinates with other departments to support space planning event logistics and emergency preparedness initiatives
- Submits and manages work order tickets to prioritize and track maintenance requests ensuring timely resolution
- Performs other duties as assigned

Minimum Requirements

Education:

- High School Diploma

Experience:

- 5 years of experience in building operations maintenance, facilities management, or related discipline

Required Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

- Knowledge of building systems maintenance procedures and safety regulations
- Excellent organizational problem-solving and decision-making abilities
- Effective communication skills both verbal and written
- Ability to prioritize tasks and manage multiple projects simultaneously
- Ability to handle emergencies calmly and effectively
- High level of professionalism and discretion
- Familiarity with regulatory compliance requirements such as OSHA, ADA, environmental, and building codes
- Ability to collaborate across departments and build effective working relationships

Working Conditions

- Office and onsite environment
- May require occasional after-hours weekend or emergency response availability

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