Facilities Services Organization Chart

**Associate Director:** Supervises the store keeper, grounds & landscaping services and custodial services, as well as a liaison between the University and it’s contract pest control provider.

**Store Keeper:** Purchases 90% of the supplies utilized by the Facilities Services department.

**Chief, Grounds Keeping Services:** Manage grounds and landscaping services which is responsible for maintaining and landscaping all University grounds, including sports fields, and performing snow removal.

**Assistant Chief and Custodial Supervisor:** Manage custodial services for approximately 80% of University Buildings; make sure rooms and buildings are kept clean and trash is picked up. Conduct minor event setups, empty recycling baskets, shampoo carpet, and clean windows. (Servicing all Washburn campus buildings except Bianchino Pavilion, Bradbury Thompson Alumni Center, Carole Chapel, Memorial Union, and Petro Allied Health Center.)

**Energy / Sustainability Manager:** Manage and lead campus wide initiatives for energy conservation and usage. Provide educational service opportunities and involvement for students and staff for energy efficiency and sustainable practices. Insure compliance with University protocols and standards for energy efficiency, and track utility consumption. Lead the campus wide recycling efforts.

**Assistant Director for Maintenance:** Manage plant operations and maintenance, utility supplies and distributions, energy management and electrical systems. Perform trouble-shooting and provide technical support to supervisors. Manage and maintain daily equipment operations and preventative maintenance (PM) on auto repairs. Manage statistical data and produce reports as needed.

**Mechanical Systems Supervisor:** Manage and maintain daily equipment operations and preventative maintenance (PM) on HVAC, plumbing, utility systems (excluding electrical systems), Honeywell controls, and CFC refrigerant management.

**Building Maintenance/Electrical Systems Supervisor:** Manage and maintain daily equipment operations and preventative maintenance (PM) on elevators, windows, doors, locks, electrical power distribution system, clocks and fire alarm system. Repair of minor roof leaks and minor floor, ceiling and wall damage.

**University Architect and Coordinator, Construction Projects:** Perform or manage facilities planning, design, renovations and construction. Setup and manage AutoCAD and architectural standards, master planning, ADA, parking and signage.

**Accounts Payable and Receivable:** Payroll, billing, data entry, etc. **Key Coordinator and Secretary:** Customer service, University key distribution, and lock maintenance, etc.