

**UNIVERSITY OF MARYLAND  
COLLEGE OF AGRICULTURE AND NATURAL RESOURCES  
AGRICULTURAL EXPERIMENT STATION**

**POSITION ANNOUNCEMENT**

**Title:** *Manager*

**Functional Title:** *Facilities and Maintenance Manager*

**Position Number:** 103016

**Category Status:** *Exempt (Full Time)*

**Unit:** AGNR-AES-Wye Research and Education Center

**Location:** Wye Research and Education Center, 124 Wye Narrows Drive, Queenstown MD 21658

**Position Summary/Purpose of Position:**

Provide daily supervision and hands-on leadership to the facilities and maintenance department at the Wye Research and Education Center (Wye REC); including, the maintenance of all grounds and fleet of vehicles/mowers, buildings, heating, air conditioning, refrigeration systems, laboratory equipment and instrumentation. Coordinate with Research Facilities Management Office (RFMO) at UMD, outside contractors and vendors. Maintain a close working relationship with the Center Director and other program managers at the Wye REC.

**Essential Duties and Responsibilities:**

Provide repairs and maintenance to all buildings and structures located at the Wye REC. Including scheduling and coordination of preventative maintenance to all heating and air conditioning systems, air handlers, air compressors, vacuum pumps, pneumatic controls, sewage pumps, emergency generators, electrical and plumbing systems and relamping. Maintains painted surfaces to buildings and pressure washing to buildings when necessary. 27 buildings in total.

Oversee and/or assist with seasonal duties such as mowing approx. 50 acres of grass, trim, maintain drainage ditches and banks, snow removal from roadways and sidewalks, routinely scrape dirt and gravel roads. Trim trees and shrubs, cut down and remove dead trees, spray herbicides along fence lines, building perimeters and sidewalks. Secure a burn permit 2-3 times a year to burn brush pile.

Oversee and/or assist with maintenance of all motor vehicles at Center, including approx. 30 cars and trucks, commercial lawn tractors, mowers, forklifts, push mowers, weed eaters, chainsaws, generators, backhoe and aerial lift. Maintain an ongoing list of equipment needs and justification for the equipment.

Recognize the needs of the property to maintain the center at a high standard. Keep an open line of communication with RFMO Manager to make them aware of equipment and building repairs that need to be done. Coordinate with contractors/vendors on service contracts, required inspections and service issues i.e. custodial, trash & recycling, water coolers, fire alarms and sprinklers, boilers, air compressors. Maintain custodial supplies. Collect proposals, review and forward through proper channels for approval.

Interact with professional scientists, to coordinate and implement research objectives which utilize grounds and equipment located at Wye REC. Building, assembling, retrofitting equipment for scientific projects and daily operational needs.

**Minimum Qualifications:**

Bachelor's degree from an accredited college or university.

\* Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for the full performance of the work of the job

class may be substituted for the education or experience requirement on a year-for-year basis with 30-college credit being equivalent to one year of experience.

Maryland Public Agency Pesticide Applicator's Certificate (or obtain within 18 months of employment)  
Certified by an EPA approved air conditioning and refrigeration institution (or obtain within 1 year of employment)

Five years experience in managing facilities, including HVAC maintenance, building, grounds and motor vehicle maintenance and repair. Three years in supervisory capacity.

An extensive knowledge of HVAC systems, electronics and mechanics. Carpentry skills to perform routine interior and exterior building maintenance and renovations. Familiar with operation of large equipment, including backhoe and tractors. Must be competent with using a computer.

**Preferred:** Ten years experience in managing facilities. Ability to fabricate and build parts using acetylene torch, arc and mig welder and plasma cutter. Commercial Driver's License (CDL)

**Physical Demands of Position:** Lift and transport heavy supplies, tools and equipment. Must be able to climb and perform extensive standing, walking, crawling. Must be able to work in personal protective equipment, work in extreme weather conditions and dirty environments. Must be available to respond to emergencies at the center to include holidays, weekends and evening hours.

**Background Checks:**

Offers of employment are contingent on completion of a background check. A prior criminal conviction or convictions will not automatically disqualify a finalist from employment in the position.

**Salary and Benefits:** Salary will commensurate with experience. The University of Maryland offers an extensive benefits package.

**To Apply:** All candidates must apply online at <https://ejobs.umd.edu> for position # 103016.

**Closing Date:** For best consideration, please apply before May 26, 2023. Applications will be accepted until a suitable candidate is identified.

*University programs, activities, and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.*  
**Minorities and women are encouraged to apply.**