

## JOB OPENING

# Operations Manager

**School of Forest Resources & Conservation – IFAS/University of Florida**

**Closing Date – 20 February 2012**

The School of Forest Resources & Conservation is seeking a broadly-experienced facilities/equipment manager to support the teaching, research, and outreach missions of the School. Duties include:

- Coordinating the use of resources among faculty, staff, and students (30%);
- Overseeing safety training and safe practices, and managing the safe storage and handling of all hazardous materials (30%);
- Managing the repairs, maintenance, and purchase of equipment and infrastructure (25%); and
- Providing as-needed support for various School activities (15%).

### **About the School**

SFRC is composed of over 120 faculty and staff, and approximately 250 students, involved in three major programmatic areas – forestry and natural resource management, geomatics/surveying and mapping, and fisheries and aquatic sciences. The School is an academic unit within the Institute of Food and Agricultural Sciences (IFAS), which is part of the larger University of Florida.

### **Desired Qualifications**

The qualified applicant will have a high school diploma, a minimum of six years of relevant work experience (appropriate academic coursework may substitute at an equivalent rate), exceptional organizational skills, and the ability to work independently. Experience in carpentry, automotive mechanics, electrical systems, plumbing, and/or related trades is preferred but not required. Experience with academic institutions, especially the University of Florida, is preferred but not required. Dedication to the School's mission, and a willingness to take personal responsibility, is critical. Salary range is \$34,000-\$36,000, depending on qualifications.

### **Application Process**

Application is made through [www.jobs.ufl.edu](http://www.jobs.ufl.edu) – posting #00014263. Please contact Scott Sager, SFRC Education/Training Coordinator, for additional details (352.317.7675 / [sasager@ufl.edu](mailto:sasager@ufl.edu)).

