POSITION DESCRIPTION

TITLE: Assistant Director of Physical Plant - (Exempt)

Collective Bargaining - Ineligible – Managerial
Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

This position reports to the Assistant Vice President of Campus Operations and is responsible for all Physical Plant operations in the absence of the Assistant Vice President. The primary responsibilities are supervision of and coordination of administrative functions associated with production control and maintenance operations within the trades department, provides project management for repair and enhancement projects and other duties as appropriate. This position requires excellent management skills and a strong background in HVAC, HVAC controls, general building maintenance and operations, personnel management and contract coordination.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following and applying the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.

- Directs the operations and maintenance of the Physical Plant to provide uninterrupted service in the absence of the Assistant Vice President of Campus Operations.

- Assists the Assistant Vice President of Campus Operations in coordinating the necessary repairs to college facilities in preparation for the beginning of each semester.

- Manages administrative functions associated with production control, preventive maintenance.

- Supervises the Trades Supervisor(s).

- Schedules via computerized maintenance management system, all work for the Trades Department to maintain all College property in a safe and healthy condition, which will achieve the best working conditions possible for all employees.

Position Description
• Inspects jobs in process and at completion to ensure that standards of workmanship and safety are maintained.

• Orders supplies and materials for the maintenance shop departments.

• Contracts for contractors in support of maintenance shop work.

• Prepares and submits monthly activity reports to the Assistant VP for Campus Operations.

• Ensures proper maintenance of facilities and equipment and provides project management of assigned projects for repair or enhancement.

• Manages production control processes and preventive maintenance schedules.

• Management and operation of Computer Maintenance Management System (CMMS).

• Communicates and coordinates upcoming project schedules with members of the campus community and provides status updates on work status to customers.

• Maintains inventories of maintenance material, supplies, and repair parts at required levels by initiating requisitions for purchase.

• Supervises the annual physical inventory and periodically reviews inventory for property upkeep at plant facilities.

• Recommends, plans, and implements equipment needs to improve production efficiency and/or achieve cost reduction.

• Manages budget expenditures made by subordinate departments.

• Manages the preventive maintenance programs in the subordinate departments.

• Provides training, support, and guidance to subordinate personnel to develop their job skills.

• Ensures that established policies, rules, regulations, and procedures are followed.

• Maintains good employee relations and adherence to labor contract provisions and takes proper and judicious disciplinary measures when required.

• Prepares employee evaluations and, in concert with individual supervisors, establishes accountabilities and goals used for performance evaluation.

**MINIMUM QUALIFICATIONS:**

• Education: Minimum of an accredited Bachelor’s Degree, preferably in Engineering.

• Experience: Progressive management experience in facilities maintenance and repair services.
- Working knowledge of building heating, cooling, and control systems.
- General knowledge of building construction trades.
- Experience managing contract or subcontract services for construction and repair of facilities.
- Valid driver’s license.
- Working knowledge of Microsoft Office programs and applications.
- Thorough knowledge of OSHA and EPA regulations relative to plant operation and maintenance.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.