

Title: Director of Physical Plant and Security

Date: March 2019

FLSA Status: Exempt

Reports to: Vice President for Administration and Finance

Job Summary: Performs a wide range of difficult-to-complex administrative duties. This position directs and coordinates areas of maintenance, housekeeping, safety, security, campus emergency preparedness, renovations, construction, energy conservation programs, preventive maintenance, budgets, and contracts.

Duties and Responsibilities

- Directs scheduling of plant projects, capital improvements, and maintenance.
- Participates in the development and implementation of the campus master plan.
- Directs mechanical, custodial, buildings and grounds, housekeeping and security personnel.
- Oversees campus utilities and energy conservation program.
- Instructs supervisors with regard to safety, duties, crew competency, record keeping procedures, and information exchanges within the department and campus.
- Serves as College liaison with external building contractors.
- Supervises and maintains records on maintenance and repair of vehicles.
- Interprets, implements, and enforces compliance with policies, procedures and safety regulations.
- Maintain awareness of current technologies and resources available to maintain the quality of the physical plant.
- Maintains current knowledge of governmental regulations covering such issues as health and safety, hazardous materials handling, clean air, and OSHA requirements.
- Directs employee training in the physical plant sector.
- Directs other special projects as needed.

Knowledge, Skills, and Abilities

- Knowledge of principles and techniques of physical plant administration, safety and security, budget, supervision, training and performance evaluations, effective and efficient methods and procedures for scheduling and assigning work flow for greatest efficiency.
- Ability to plan, schedule, and assign work of subordinates.
- Ability to prepare and maintain records.

- Ability to communicate clearly and concisely, orally and in writing, with the campus and public communities.
- Ability to supervise, train and evaluate subordinates.
- Ability to use an office computer and various software packages including Microsoft Word.

Credentials and Experience

- Bachelor's degree in engineering, architecture, facilities management or related field.
- 5 years of proven successful experience as a director/associate director role on a campus of higher education or similar facility.

Special Requirements

- Class E or higher chauffeur's license.