NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Associate Director of Plant Services

Department: Administrative Services
FLSA Status: Exempt
Grade/Level: Admin/Prof I

Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

Job Status: Full Time
Reports To: Director of Plant Services
Amount of Travel Required: As needed
Positions Supervised: 
Contract Length: 12 months

Purpose

The Associate Director of Plant Services is responsible for the overall management of the plant services ordering, purchasing, receiving, inventory processes for all departments, maintenance, custodial, security, HVAC, grounds, Naples Omaha Center and Hanson Sewell. Must be familiar with all types of tools and equipment that are used and needed by all departments; work closely with the Director of Plant Services, organizing and implementing maintenance programs, renovations, and new construction projects. In the absence of the Director of Plant Services, must be able to handle and make decisions if any emergency or problem arises. Direct the overall maintenance of buildings and maintenance department. Position also includes performing the total clerical/secretarial function for the Plant Services Department.

Major Responsibilities

- Securing and reviewing quotations obtained from vendors
- Responsible for day-to-day operations of cleaning service contractors.
- Research and compile price information from various price list and catalogs
- Inventory of stock and supplies for all plant services departments
- Order all supplies for plant services (maintenance, custodial, security, HVAC and grounds)
- Maintains inventory records for all materials and equipment
- Maintains records for items in storage buildings utilized by college, departments, and other non maintenance items in plant services shop.
- Check in all deliveries that come to plant services and have them delivered to appropriate college department.
- Process packages for shipping or mailing; make arrangements with freight companies for packages to be shipped from plant services.
- Fill out warranty papers, credits, shipping information.
- Keep daily record of fuel usage on all college vehicles and order unleaded and off-road diesel fuel for college vehicles and equipment.
- Keep records of all college vehicles and schedule preventive maintenance, inspections, repairs.
- Maintain all records and master keys for campus key system.
- Keep records for all college employees who have possession of a building and/or master key.
- Cut keys as requested. Send requested keys to college employee and/or dorm student.
- Maintain appropriate supply of replacement lock cores and door hardware.
- Answer all campus calls of complaints, repairs, security, student assistance, HVAC, etc. and relay work order to proper plant services department.
- Maintain status on the preventive maintenance program by reviewing and updating information on work completed.
- Keep records of completed work orders.
- Monitor printout for environmental system.
- Submit mandatory correspondence to Texas Commission of Environmental Quality, Texas Tier II hazardous materials, and various state agencies to update and/or renew licenses and permits: wastewater, freshwater licenses and permits, elevator license permit and inspections, boiler license and inspections, fire extinguishers inspection, sub vent a hood inspections. Fresh water monitoring, security statistics, radio licenses.
- Maintain Material Safety Data Sheets (MSDS) for all chemicals used by the plant services departments.
- Obtains and keeps all records and documents necessary for the care of campus building and equipment.
- Maintain service records on fleet vehicles; plant services trucks, tractors and other motorized equipment.
- Maintain and schedule records for special events on campus requiring plant services assistance in set up.
- Gather, process, prepare and maintain information on data for reports and records for all plant services departments (Director, maintenance, and security, custodial, HVAC, Naples Omaha Education Center and Hanson Sewell).
- Compute, record, and maintain expenditures and income budget accounts. Submit necessary information to the business office to allow proper changes.
- Maintain daily, weekly, monthly records regarding sick leave, vacation and regular attendance for plant service employees.
- Prepare all monthly time sheets for employee payroll to be sent to personnel office.
- Prepare and process all purchase orders for plant services department, student housing, baseball and softball field maintenance, Naples Omaha Center, Hanson Sewell, college campus utilities.
- Prepare request for quotations and distributes various purchasing document to the appropriate departments, vendors and state agencies.
- Acts as receptionist controlling appointments and admission of visitors for Director of Plant Services.
- Meet and discuss with sales representatives concerning various products to be purchased.
- Provide authoritative information regarding policies and procedures.
- Work directly with plant services custodial/grounds supervisor, security coordinator, custodians, grounds keepers, security officers, HVAC tech, maintenance repair, crafts tech, coordinating work requests for their area.
- Make recommendations to the Director for purchases concerning college physical plant.
- Work with Director of Plant Services on campus emergency procedures and budgets.
- Take appropriate action in response to all alarms in building and on campus.
- Monitor bad weather conditions and contact all building coordinators if a weather warning has been issued.
- Contact Sheriff or Emergency Medical Service if their assistance is needed on campus.
- Be in constant contact with security through 2-way radio and phones to address emergencies, student assist, building unlocks, vehicle assist, etc.
- Be familiar with security daily routines.
- File and maintain all security incident offense reports, accident reports, and letters of misconduct of students and parking permits.
- Maintain mandatory by law daily log book for campus and student housing, monthly and yearly security statistics, mandatory state statistics for the Clarey act.
- Keep index cards with student information if violation or incident report has been filed on them. Check index cards for federal agencies investigating person(s) for federal, government, or public servant employment.
- Maintain and schedule yearly pest control of campus buildings.
- Prepare monthly/daily security schedules being sure all shifts are filled 24/7.
• Prepare paperwork for bids.
• Correspond with various equipment companies for parts on existing campus buildings.
• Performs other tasks as required by Director of Plant Services.

POSITION CHARACTERISTICS:

• Office skills, methods, and procedures
• Confidentiality is a must in this position.
• Supervisory, leadership and decision-making qualities are essential.
• Deal effectively and cooperatively with staff and public
• Supervisory, leadership and decision making qualities are essential.
• Basic math and budget procedures
• English usage, grammar, business letter writing, spelling, punctuation, vocabulary and telephone etiquette
• Work independently
• Organize the workload for the plant services department
• Type 50 wpm accurately
• Computer skills
• Follow verbal and written directions
• Maintain office records
• Learn College policies and procedures
• Work well under stress
• Ability to understand state regulations
• File
• Operate basic office equipment

PHYSICAL AND MENTAL REQUIREMENTS:

• Frequent standing, sitting, reaching, walking, lifting, carrying, bending (overhead and waist level from floor)
• Frequent near vision use for reading and computer
• Frequent hearing use (ordinary conversation)
• Frequent stressful conditions
• Frequent cognitive decision making

ENVIRONMENTAL EXPOSURES AND OCCUPATIONAL AND HEALTH HAZARDS:

• Frequently exposed to heat and cold
• Frequently exposed to dust, mists, fumes
• Frequently exposed to noise (mechanical equipment)
• Potential safety/health hazards for an office position

EDUCATION AND/OR EXPERIENCE REQUIREMENTS:

• High school diploma. Some college course work required.
• Two years purchasing experience.
• Capable of dealing with diverse workforce
• Must be familiar with mechanical and electrical components
SIGNATURES:

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Associate Director of Plant Services                     Date

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Director of Plant Services                               Date

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Vice President for Administrative Services              Date

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President                                                Date