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

Job Status: Full Time
Reports To: Vice President for Administrative Services
Amount of Travel Required: As needed
Positions Supervised:
  Positions Supervised: Secretary for Facilities;
  Maintenance workers/ Technicians; Security Coordinator
Contract Length: 12 months

Work Schedule:

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

PURPOSE:
The Director serves as administrative official in charge of the total physical plant, including Security. The Director works extensively with all college departments in planning renovations and maintenance.

MAJOR RESPONSIBILITIES:
- Responsibility of working with the president, administration, instructors, and staff in developing organizing, and implementing maintenance programs, renovation, and new construction projects.
- Responsible for the maintenance of all college vehicles, and recommend the purchase and disposal of vehicles.
- Chairman of the college safety committee.
- Coordinator of, and will work with college staff in programming, and facilitating compliance with fire, health, and Americans with Disabilities Act (ADA) regulations.
- Member of the College Council and will participate in the discussion and recommendations of policies for the operation of the community college district: will be responsible for the successful implementations of policy as it directly or indirectly affects his area of authority and responsibility.
- Supervises the Coordinator of Security and Coordinator of Custodial & Grounds.
- Responsible for the satisfactory operation of the security, custodial, grounds, and maintenance departments of the college.
- Responsible for shipping and receiving operations.
- Responsible for maintenance operations at the Naples/Omaha Learning Center and the Pittsburg Learning Center.
- Responsible for all security procedures.
- The director of plant services is required to reside in the campus house, and is subject to call twenty four hours per day, seven days per week to address any of the following:
  - Building evacuation due to severe storms.
  - Water leaks and/or equipment failure.
  - Investigate any unusual smell such as natural gas or smoke.
  - Adjust temperature settings for evening/week-end activities.
  - Constant contact with campus security through 2-way radio system to address emergencies.
  - Address fresh water or wastewater alarms after normal hours.
  - Assist with automobile accidents on campus parking lots and roadways after normal working hours.
  - Assisting students during winter weather.
  - Protecting college farm and farm animals. Feeding farm animals in the absence of farm manager.
  - Disposal of wild animals wandering on campus.
- Prepare operating budget for physical plant services.
• Perform other tasks as requested by the president.

POSITION CHARACTERISTICS:

• Extensive knowledge of skilled trades, (carpentry, plumbing, pipe fitting, masonry, electrical, heating/air conditioning, agronomy, security and custodial procedures)
• Major decisions are made affecting the entire campus
• Supervisory and leadership qualities are essential in this position.

ADDITIONAL ESSENTIAL POSITION FUNCTIONS:

• May exceed 40 hours per week on a consistent basis, including evenings and weekends.
• Visible and available on campus during the standard 40 hour work week.
• Available as necessary via phone, email and text including evenings and weekends.

QUALIFICATIONS:

• Bachelor’s degree in business or engineering preferred
• Ten years broad, applicable experience in an increasingly complex physical plant, may substitute for formal training
• Ability to communicate effectively, with diverse groups required
• Organizational aptitude required
• Good leadership qualities essential

SIGNATURES:

_____________________________________________   _______________
Director of Plant Services        Date

_____________________________________________   _______________
Vice President for Administrative Services     Date

_____________________________________________   _______________
President         Date

Job description developed: 1995
Prepared: Larry Smith, Charles Florio