



## Job Description

**JOB TITLE:**  
**REPORTS TO:**  
**DEPARTMENT:**  
**FLSA STATUS:**  
**PREPARED BY/DATE:**

**JOB CODE:**  
**JOB GROUP:**  
**SALARY GRADE:**  
**REVISED:**  
**APPROVED BY/DATE:**

### SUMMARY:

The Director of Plant Maintenance manages, and coordinates the maintenance and day-to-day operation of the physical plant and grounds for all six campuses.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Creates and implements the annual budget for the entire building maintenance and grounds keeping organization

Recruits, supervises, evaluates and manages all maintenance and grounds personnel

Implements and monitors systems and programs in a cost-effective manner

Coordinates with the Colleges architects, technical staff, Director of Construction with outside construction and design consultants to ensure Colleges standards for maintainability and quality are maintained

Directs and manages maintenance projects, capital renewal of existing facilities

Coordinates with other facilities management staff and department heads

Performs other duties as assigned

### KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of plant maintenance including building and grounds repair.
- Knowledge of spreadsheets, database programs, and office automation.
- Ability to interpret architectural and engineering drawings.
- Ability to work on multiple projects simultaneously and work well under limited time constraints.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ESSENTIAL PERSONNEL:**

As a Miami Dade employee you have been identified as occupying a function/position that has been designated as “essential.” This means that when the College is faced with an emergency (e.g. such as a hurricane), your role as a member of the College’s Essential Personnel Team is critical to the recovery and continued operation of the College. This carries with it special responsibilities for both you and the College.

**MINIMUM REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Bachelor's degree in an appropriate field from an accredited college or university with 9 years in Facilities Management/Maintenance to include progressively responsible professional, managerial and supervisory experience; or a Masters degree in an appropriate field and 5 years of experience in Facilities Management/Maintenance

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name