



Position Title:	Director, Plant Maintenance		
Reports To:	Assistant Vice Provost, Facilities Operations		
Department:	Facilities Operations	Job Code:	0263-00E
Prepared By/Date:	Jennifer C. Brito/06-09-2009	Job Group:	PEC
Approved By/Date:	Patrick Rebull/10-18-2011	Salary Grade:	18
Revised:	Donna French/10-18-2011	FLSA Status:	Exempt

Summary:

This position manages, and coordinates the maintenance and day-to-day operations of the physical plant and grounds departments for all campuses.

Essential Duties and Responsibilities:

- Participates in implementing the annual budget for the maintenance and grounds departments
- Participates in recruiting, supervising, evaluating and managing maintenance personnel
- Implements and monitors systems and programs in a cost-effective manner
- Coordinates with the College's technical staff, Director of Construction and with outside construction and design consultants to ensure the College's standards for maintainability and quality are maintained
- Directs and manages maintenance projects and capital renewal assessment of existing facilities
- Coordinates with other Facilities Management staff and department heads
- Manages and works alternate schedules and coordinates emergency stand-by process
- Knowledge of energy management systems, access control, fire alarms, central chilled water utilities, generally accepted construction practices and scheduling
- Promotes the College Sustainability initiatives to promote Green environment
- Travel to and within Campuses is an essential function of the Director
- 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 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, staff, and Community partnership

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 quiet.

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 and talk or hear. The employee is occasionally required to stand, walk, climb ladders, work in confined spaces and work at heights.

The employee may occasionally lift and/or move up to 10 pounds.

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:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at 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 nine (9) years of experience in Facilities Management/Maintenance to include progressively responsible professional, managerial and supervisory experience; or a Master's degree in an appropriate field and five (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