

Sul Ross State University

Position Description

Official Title: Director of the Physical Plant **Salary Group:** Unclassified (7) **Job Code:** 1500

Summary

Function: Plan, organize, direct, and supervise the activities of the Physical Plant Operations

Scope: To provide progressive leadership and direction to all areas of facilities maintenance, operation and construction of Sul Ross State University.

Duties

Essential: Provide progressive leadership for the respective superintendents in areas of planning their assigned duties, coordinating schedules with other departments, prioritizing work, requisition materials and services for the Physical Plant Operations; prepare budget request for the maintenance and operation of the University facilities; assist with the University planning and construction projects; inspect and monitor the construction, repairs, maintenance, and operation of the department and make recommendations for improvements; provide training for all employees in the department; establish and maintain a comprehensive safety program. Areas of responsibility include Utilities production and energy management production support for all University Events; operate and maintain general stores inventory; operate and maintain vehicle fleet inventories, maintain and improve University grounds, parking and streets; maintain all university building and structures; monitor and maintain effective security levels to safeguard University assets. Other duties as assigned. Department heads are responsible for content and maintenance of their department webpages. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Assist with special projects as assigned.

Primary responsibilities

Supervision

Received: Accountable to the Associate Vice President for University Services. Instructions regarding the mission and goals, policy, and procedures of the University.

Given: Supervision of the Assistant Director of Building Maintenance, Assistant Director of General Services.

Education

Preferred: Bachelor's degree in engineering, construction management or related field.

Experience

Required: Minimum five years progressive experience in management and/or construction for multi-building complex or university setting, including utility production and distribution, HVAC and energy management; management experience with construction tools, methods and personnel; supervisory experience of approximately 70 employees and the ability to perform functions associated with private contractors; knowledge of the tools, materials, and methods to provide facilities maintenance and construction services university wide.

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Preferred: Minimal eight years progressive experience in management and/or construction for multi-building complex or university setting; successful computer experience including CADD; experience in the development of programs designed to increase the efficiency of the work force; progressive preventive maintenance programs and the demonstrated ability to maintain usable and sound structures on a continuing basis.

Equipment/Skills

Required:

Preferred:

Working Conditions

Usual: Exempt from overtime provisions. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: 09/2016