

Sul Ross State University

Position Description

Official Title: Assistant Director General Services
Salary Group: Unclassified (4)

Job Code: 3707

Summary

Function: Plan, organize, direct, and supervise the activities of Custodial, Motor Pool, and Grounds personnel.

Scope: To progressively provide Custodial services, monitor and manage Motor Pool, and Grounds activities.

Duties

Essential: Provide leadership for the respective foremen in areas of planning their assigned duties, coordinating schedules with other departments, prioritize work, requisition materials and services for Custodial, Motor Pool, and Grounds departments; prepare budget request for the progressive maintenance and operation of these departments; establish and maintain a comprehensive safety program; monitor and maintain effective security levels to safeguard University assets; other duties as directed. Areas of responsibility include University wide Custodial Service, Motor Pool services, and Grounds. 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.

Supervision

Received: Accountable to the Director of the Physical Plant. Instructions regarding the mission and goals, policy, and procedures of the Plant department.

Given: Supervision of the Custodial Foreman, Grounds Foreman, and Motor Pool Foreman.

Education

Required: High school graduate or equivalent with advanced training in business management.

Preferred: B.S. or B.B.A. degree in Business or Business Management.

Experience

Required: Minimum one year supervision in supply and inventory management. Management of custodial personnel in a University setting. Management of Motor Pool, and Grounds activities.

Preferred: Experience in the development of programs designed to increase the efficiency of the work force. Supervisory capacity to provide leadership to approximately 35 employees.

Equipment/Skills

Required: Comprehensive computer skills.

Preferred: Spreadsheet, and database entry computer skills.

Working Conditions

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

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

Date revised: December 2, 2016