

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Director of Physical Plant

Reports To: Vice President Administrative Services

Position Code: DPPL

Department: Physical Plant

EEO Type: PR

Effective Date: 09-01-82

Revision Date: 01-30-04

Pay Grade: H

FLSA: Exempt

ORP Elig: Y

A. General Description:

The Director of Physical Plant, a line position, is responsible for the maintenance and service of college grounds, utilities and facilities. This position reports to the Vice President Administrative Services.

B. Duties and Responsibilities:

a. Essential Functions

Develops and implements a management by objectives system of management for the operation of the physical plant work force which includes building maintenance, roads and grounds, utilities, custodial services, vehicle fleet management, and basic architectural/ engineering.

Develops methods and timetables for work accomplishment.

Directs activities of physical plant personnel.

Reviews technical requirement for alteration and modification of facilities work requests and advises requesting department concerning feasibility of design and cost.

Maintains control of supply stores and warehouse accounts to support operational department. Issues normally stocked materials to other campus activities on an interdepartmental basis. Controls and approves supply requisitions for assigned accounts.

Prepares operating budget and monitors expenditures.

Operates and maintains a fleet of grounds and mobile vehicles and support equipment.

Performs duties of an architect/engineer in charge for all contracts under control of the physical plant.

Directs planning and project developments for assigned projects.

Certifies final acceptance inspections on all maintenance and modification contracts to insure technical sufficiency.

Maintains professional liaison with state and local counterparts.

a. Other Responsibilities

Performs other related duties as assigned.

C. Working Conditions:

Sedentary: Desk work; occasional field trips e.g. for College or program activities. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Extensive knowledge of current maintenance methods, operations, and procedures.

Thorough knowledge of departmental budget, procurement, and record keeping procedures.

Ability to plan, schedule, supervise, and coordinate the work of others; to handle public relations; to assist in estimating, planning, and allocating budget funds; to prepare and approve a variety of regular and special reports; and to deal effectively with professionals and other employees in a pleasant and effective manner.

E. Minimum Requirements of Education and Experience:

Bachelor's Degree in an appropriate field from an accredited college or university with major course-work in areas related to assignment.

Seven to ten years experience in facilities maintenance and directing service type organizations associated with facilities for construction contractor operation.

Posses valid Texas Driver's License and be insurable under TSTC Liability policy.

Approved _____
Supervisor