

DIRECTOR OF PHYSICAL PLANT

Under the direction of the Vice President of Administration, the Director of Physical Plant shall:

1. Assume direct responsibility for maintaining a safe, welcoming, and comfortable campus.
2. Develop and monitor operating budgets for maintenance department and maintenance projects.
3. Develop, implement, and supervise preventative maintenance and renovation programs for buildings, grounds, mechanical and electrical, utility, and safety and security systems.
4. Develop knowledge of College's building infrastructures, including flooring, masonry, roofing, plumbing, mechanical, heating and cooling systems, and safety and security systems.
5. Have knowledge of computerized systems/software appropriate to facilities management operations.
6. Keep familiar with, provide training, and supervise compliance with applicable laws and regulations pertaining to Physical Plant operations, including MIOSHA, Michigan Right-to-Know, BOCA, ADA, blood borne pathogens, and MSDS.
7. Write specifications, solicit and reviews bids, and oversee work of all outside maintenance contractors and builders for timely completion of work within budget.
8. Maintain files, records, drawings, contract documents, change orders and pay requests of jobs in progress and note changes to building systems or equipment on architectural "as built" drawings.
9. Coordinate long range planning activities for facilities development, building renovations, and equipment replacement schedules.
10. Prepare periodic reports on such items as condition of buildings, equipment and grounds, work in progress, needs and projections, and special items, as needed.
11. Confer with Vice President of Administration on progress and financial implications of projects, and program priorities.
12. Provide administrative supervision to Physical Plant staff, including directing, scheduling, supervising, selecting, training, and evaluating.
13. Mediate and resolve conflict and objectively coach employees and manage them through complex issues.
14. Be a highly skilled team player and an independent performer able to manage multiple projects and establish goals and meet deadlines.
15. Communicate in logical, clear, concise, and timely manner, whether written or spoken, to diverse audiences of students, staff, and Board members.

16. Build and maintain good working relationships with College staff and relate well with students and community, creating a positive image of the department and the College.
17. Have or obtain a working knowledge of collective bargaining.
18. In addition to the preceding specific job related skills and responsibilities, must be willing to assume College-wide administrative responsibilities including: serving on College committees in varying capacities; participating in the development of College initiatives and activities; being an advocate of Monroe County Community College within the community; and supporting the instructional mission of the College.
19. Perform other duties as may be required.