



POSITION DESCRIPTION

TITLE: Associate Director of Maintenance and Operations - Physical Plant **CATEGORY:** Professional
FLSA STATUS: Exempt **GRADE:** G

JOB SUMMARY: Assist the Executive Director of Physical Plant with the daily oversight and operational issues of the Physical Plant Department.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Acting as the Executive Director's representative, will be responsible for managing the day-to-day administrative and operational business associated with the maintenance and operations of the department. Ensure compliance with Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA), Environmental Protection Agency (EPA), federal and state codes (including fire), and local ordinances.	20%
2. Assist the Executive Director with developing various maintenance capital, construction, and operational budgets and initiate preparing annual reports and projections.	15%
3. Oversee the planning estimating, negotiating, executing, and managing various maintenance projects through outside contractors as well as department staff personnel.	15%
4. Oversee and direct the daily activities of the construction manager, facilities manager, grounds foreman, electricians, HVAC and maintenance specialist, and any personnel assigned to them. Develop quality, cost-effective, timely, and efficient completion of the renovation, maintenance, and construction projects/program efforts.	10%
5. Provide technical direction to assigned personnel. Develop and maintain the procedures and workflow for the maintenance and operations. Work closely with the Associate Director of Design, Construction & Services in order to provide timely, quality work for the district.	10%
6. Ensure that the college policies and procedures are adhered to in reference to purchasing (material and construction contracts) and personnel issues.	10%
7. Provide personnel management, direction, and guidance to assigned staff, including performance evaluations, personal and professional development, coaching, and counseling.	5%

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| 8. Develop, plan, and prepare specifications for various projects; estimate project costs based on the materials and methods of installation required. | 5% |
| 9. Develop and implement a preventative maintenance program for all buildings and systems. Ensure that Physical Plant personnel are performing their duties safely and efficiently. | 5% |
| 10. Perform other duties as assigned, including acting on behalf of the Executive Director during the Executive Director's absence as the operational liaison between the college community and the physical plant department. In-person work on campus is an essential function of this position. | 5% |

SUPERVISORY RESPONSIBILITIES: Direct supervision of assigned staff.

BUDGET RESPONSIBILITIES: Departmental budget and grants.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Seven (7) years of related experience

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.
2. Operating a motor vehicle is an essential job function of this position; all final position candidates will be required to undergo a motor vehicle records check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures. Thereafter, motor vehicle records checks will be conducted annually.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Ability to establish and maintain effective working relationships with constituencies;
- Excellent oral and written communication skills;
- Adaptability and resourcefulness are essential;
- Analytical and reasoning skills necessary for evaluation processes, judgment, and independent action are critical;
- Computer literacy with an emphasis on Microsoft Office;
- Demonstrate proficiency in the mechanical, structural, and construction trades;
- Working knowledge of architectural plans and specifications is essential;
- Working knowledge of OSHA, ADA, EPA, federal and state codes (including fire) and local ordinances that regulate higher education campuses and facilities;
- Effective negotiation and service contract skills;
- Strong interpersonal and organizational skills;

- Experience supervising & managing personnel;
 - Ability to manage multiple projects simultaneously;
 - Experience reviewing and recommending budgets.
2. **Equipment Used:** Personal Computer and other equipment associated with an office environment.
 3. **Software Used:** A variety of spreadsheet, word-processing, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, and taste or smell. The employee is occasionally required to use hands to handle or feel; reach with hands or arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift or move up to 10 pounds, frequently lift or move up to 25 pounds and occasionally lift or move up to 50 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.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

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 employee is frequently exposed to high, precarious places; fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; toxic or caustic chemicals; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

POSITION TITLE:	Associate Director of Maintenance and Operations, Physical Plant
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds		X		
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places			X	
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold(non-weather)		X		
Extreme hot (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X
NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understood the duties and responsibilities of this position.

X

Employee Signature

Date