

Spec. Code: 1119  
Occ. Area: 03  
Work Area: 172  
Prom. Line: None  
Prob. Period: 6 mo.  
Effective Date: 12/15/11  
Last Action: Rev.

## **ASSISTANT DIRECTOR OF PHYSICAL PLANT**

### Series Narrative

Manages operations of university facilities physical plant, under administrative supervision. Assists in supervising and coordinating plant activities and workers.

An Assistant Director of Physical Plant typically --

1. manage staff and/or operations, preparing work schedules and assigning specific duties.
2. supervises or monitors assigned operational functions (such as building maintenance, grounds maintenance, and heating plants), determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
3. inspects facilities (buildings, grounds, and related equipment) for normal operation and/or adherence to safety standards, establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary.
4. reviews operations performance specifications to ensure compliance with regulatory requirements.
5. evaluates production or demand trends to identify opportunities for improved operations.
6. assists in developing departmental reports, cost records, and surveys.
7. assists in developing or reviewing plant budget.
8. assists in establishing standards and long-term programs for maintenance and modernization of buildings, structures, and grounds.
9. is responsible for establishing standards for new construction .
10. reviews and acts on recommendations from lower-level employees in carrying out daily operations.
11. consults and cooperates with officials.

12. performs other related duties as assigned.

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree with special training in fields such as engineering, architecture, accounting, or administration
2. Five (5) years (60 months) of work experience directly related to the administration and/or management of a physical plant, three (3) years (36 months) of which were in a supervisory or administrative capacity

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
2. Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems
3. Knowledge of raw materials, production processes, quality control, and costs
4. Knowledge of practical application of engineering science and technology
5. Critical thinking skills; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
6. Time management skills; managing one's own time and the time of others
7. Ability to communicate information and ideas effectively through writing and speak clearly
8. Ability to tell when something is wrong or likely to go wrong