

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

ASSISTANT DIRECTOR OF PHYSICAL PLANT

Series Narrative

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

An Assistant Director of Physical Plant typically --

1. manages 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), determines staffing requirements, and interviews, hires and trains new employees, or oversees those personnel processes
3. inspects facilities (buildings, grounds, and related equipment) for normal operation and/or adherence to safety standards, establishes and implements 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 physical plant budget(s)
8. is responsible for establishing standards for new construction; assists in establishing standards and long-term programs for maintenance and modernization of buildings, structures, and grounds
9. reviews and acts on recommendations from employees in carrying out daily operations
10. consults and cooperates with officials (e.g., university personnel and government officials) in order to perform day-to-day operations.
11. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in engineering, architecture, accounting, business administration, or other related fields
2. Five (5) years (60 months) of work experience directly related to facilities administration and/or management such as 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, leadership techniques, 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. Written Expression – the ability to communicate information and ideas in writing so others will understand
8. Oral Expression – the ability to communicate information and ideas verbally so others will understand
9. Organizing, Planning, and Prioritizing Work – developing specific goals and plans to prioritize, organize, and accomplish your work
10. Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one