Position Description

Assistant Director of Physical Plant

OCCUPATIONAL SUMMARY

Assist with the coordination of activities of the Physical Plant Department to engage in the planning, scheduling and surveillance of the college’s buildings, grounds, parking, and housekeeping /maintenance programs; assist with the supervision of employees; maintain records and prepare related reports as requested.

WORK PERFORMED

Assist with the monitoring of work operations to ensure allocation of manpower and equipment for conformance with specified objectives and policies. Have a particular focus with the supervision of the Custodial staff to ensure the completion of work assignments to include the inspection of cleaning duties in campus buildings - student residential areas (dormitories), offices, classrooms, lobbies, stairs/stairs’ landings and balconies. Supervise the areas of waxing, stripping, polishing, shampooing and vacuuming for satisfactory results.

Direct personnel actions for the Custodial staff to include, but not limited to, hiring, merit recommendations, transfers, promotions, dismissals and vacation schedules.

Present information to the Supervisor and Major Area Supervisor on matters of concerns that will impact other Major Areas on campus.

Develop and present short-term and long-term objectives together with a supporting budget for the Custodial area as requested.

Serve as the Director of the Physical Plant area in the absence of the Director.

Perform other related duties incidental to the work described herein.