# Director of Physical Plant
## Job Description

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<tr>
<th>DIVISION/DEPARTMENT: Chief of Staff</th>
<th>DATE TO BE FILLED: Immediately</th>
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<td><strong>SALARY:</strong> Commensurate with Experience</td>
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## SUMMARY
Plans, organizes, evaluates, manages and or directs the daily operations of the physical plant to include all skilled trades’ staff by making effective use of budgets, personnel, and other available resources. Performs essential functions personally, through others, or in conjunction with designated personnel or outside vendors/experts.

## RESPONSIBILITIES
Direct, coordinate and participate in the activities of the Physical Plant Department engaged in the planning and scheduling as it relates to college buildings and grounds, and housekeeping maintenance programs; maintain records and prepare related reports. Specifically, the applicant will direct various personnel actions to include the supervision of assigned staff in performing work projects. The applicant will also plan, direct and participate in campus maintenance and renovation programs; establish cost perimeters and supervise subsequent work to include the acquisition of equipment and supplies and the applicant will serve as the primary liaison with contractors and service representatives and monitor work performance to ensure compliance with contractual obligations.

## REQUIREMENTS
The applicant must have a high school diploma and a minimum of five years’ experience in the areas of plant operations and facilities management. Preference will be given to applicants with a bachelor's degree and required experience. Applicant must be able to supervise staff in the completion of various projects. Also, the applicant must have good organizational skills to manage numerous assignments simultaneously. The applicant should be computer literate and have good communication skills (written and verbal).

## SPECIAL INFORMATION
The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

## ABOUT US
Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college represents diverse, social, cultural, ethnic, racial, and national backgrounds. The campus is located 35 miles east of Memphis, TN.

**RUST COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**
The College and the Division are committed to creating and maintaining a diverse and inclusive academic community in which all members are equally and equitably respected and valued. We define diversity broadly to include, but not limited to, race, ethnicity, nationality, citizenship, religion, gender identity, sexual orientation, socioeconomic status, (dis)ability veteran status, political affiliation, or age.
## TO APPLY

Persons interested in the above position should submit a resume along with a letter of interest, unofficial transcript(s), and three references to: careers@rustcollege.edu

Angela Williams, HR Manager  
Rust College  
150 Rust Avenue  
Holly Springs, MS 38635

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<tr>
<th>Closing Date:</th>
<th>Posting Date:</th>
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<tbody>
<tr>
<td>Open Until Filled</td>
<td>6/2022</td>
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