



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

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|----------------------------|--|---------------------------------------|--|
| POSITION TITLE: | Assistant Director of Physical Plant | | |
| JOB CLASSIFICATION: | <input type="checkbox"/> Administrator - Educational | <input type="checkbox"/> Confidential | |
| | <input checked="" type="checkbox"/> Administrator - Classified | <input type="checkbox"/> Classified | |
| | <input type="checkbox"/> Faculty | | |
| RANGE: | 30 | | |
| HOURS PER DAY: | Up to 8 | | |
| HOURS PER WEEK: | Up to 40 | | |
| MONTHS PER YEAR: | Up to 12 | | |
| REPORTS TO: | Director of Physical Plant or designee | | |

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Assistant Director of Physical Plant reports to the Director of Physical Plant, assisting with the day-to-day supervision of the District's maintenance, grounds, warehouse, custodial, printing, and transportation operations. Employees in this classification operate with minimal supervision within a broad framework of policies and procedures.

TYPICAL DUTIES

Examples of typical duties are descriptive and not restrictive in nature.

- Provides oversight and direction to the Physical Plant Department and staff in the absence of the Director.
- Manage the daily operations of the Physical Plant Department.
- Under the guidance of the Director of Physical Plant, assists in establishing, implementing, and maintaining procedures and/or standards regarding maintenance, grounds, warehousing, delivery, custodial, printing, and transportation operations.
- Lead and/or participate in hiring committees, assists in onboarding and training, assigns duties and schedules, supervises, and formally evaluates Physical Plant personnel.
- Directs the work of all skilled tradespeople on a daily basis, including approving and assigning work orders, reviewing completion of work, providing corrective guidance, and following up on issues.
- Ensures campus buildings, grounds, and transportation equipment are regularly inspected for sanitation, safety, and maintenance requirements.
- Inspects work projects for compliance with established departmental standards and ensures that completed work complies with all building safety codes and regulations.
- Represent the District internally, as well as externally, to community partners, governmental agencies, and the general public.
- Assist the Director in developing the Department's strategic plan.

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- Review the Department's operational performance and make service improvement recommendations.
- Prepares, administers, and monitors department budgets.

EMPLOYMENT STANDARDS*Knowledge of:*

- In-depth knowledge of at least one of the major areas or applied trades supervised in the Physical Plant Department.
- Broad knowledge of overall physical plant operations including grounds, transportation, custodial or skilled trades.
- Applicable State local building, safety, and health codes and regulations as applied to building trades, transportation services, warehousing, grounds, and custodial services.
- Equipment, tools, techniques, and methods used in the building construction trades to include carpentry, painting, electrical, plumbing, and air conditioning.
- Basic computer programs and operations, including e-mail correspondence and Microsoft Office.

Ability to:

- Analyze problems, identify alternatives, and implement solutions.
- Exercise independent judgment; make sound decisions using all available information, especially under stressful conditions.
- Train, schedule, supervise, coordinate, and formally evaluate the work of others.
- Prepare and manage multifaceted department budgets.
- Communicate effectively, in both oral and written forms.
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences.
- Promote a working environment supporting teamwork and shared accountability within the Physical Plant Department and external college departments.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socio-economic, cultural, ethnic, and disability backgrounds.

QUALIFICATIONS*Education/Experience Required:*

- Two years of experience supervising a physical plant department such as transportation, custodial, and grounds or five years of experience in a skilled trade such as carpentry, electrical, plumbing, or air conditioning preferably as a lead or foreperson.

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APPROVALS

Date Created/Revised: 7/2/2018

Cabinet Reviewed: 7/2/2018

Board Approved: 7/11/2018

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)