

Range	45
Hrs.	8
Wk.	40
Mos.	12

SHASTA - TEHAMA - TRINITY  
JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Director of Physical Plant

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, direct, implement, and manage the buildings and grounds maintenance, cleaning, and repair functions of the District and manage District construction projects. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this classification hire, train, direct, and formally evaluate the work of assigned personnel. This job class exercises responsibility for the day-to-day direction, supervision, and administration of the District's maintenance, grounds, warehousing, and transportation operations. This is a classified management position requiring specialized and professional expertise in all areas of the building trades as well as grounds, warehousing, and custodial functions.

SUPERVISOR: Vice President of Administrative Services or designee

TYPICAL DUTIES:

Plans, organizes, coordinates, directs and manages the activities and operations of the District's buildings and grounds maintenance/repair functions as well as the warehousing, delivery, printing and transportation functions.

Establishes and implements rules, procedures and/or standards regarding maintenance, grounds, warehousing, delivery, custodial, printing and transportation operations; evaluates and modifies rules/procedures to increase effectiveness.

Hires, trains, assigns, schedules, supervises, and formally evaluates assigned personnel.

Inspects campus buildings, grounds, maintenance, and transportation equipment to evaluate sanitation, safety, and maintenance needs; calls needed repairs to the attention of school officials and appropriate personnel.

Inspects work projects for compliance with established departmental standards and ensures that completed work complies with all building and safety codes and regulations.

Prepares, administers, and monitors departmental budget.

Prepares cost estimates and allocates resources to departmental projects and operations to include materials, supplies, equipment, and staffing.

Evaluates major repair project needs and determines most appropriate method of completion, i.e., in-house staff or outside contractor.

STTJCCD: Dir., Physical Plant Operations

TYPICAL DUTIES (Cont'd):

Maintains District warehouse and ensures that accurate inventory control procedures and records are maintained related to warehousing operations and surplus property disposal.

Requisitions, receives, distributes, and keeps records of supplies and equipment used in maintenance, operation, and repairs of the physical plant.

Supervises the cleaning of the swimming pool and the heating and chemical treatment of pool water.

Maintains data, drawings and specifications for the mechanical systems such as heating, ventilating, plumbing, water, and electricity.

Supervises the handling and removal of hazardous materials, including inventory, storage, disposal programs and AB75 Integrated Waste Management requirements.

Establishes and maintains a variety of records and files pertaining to assigned functions and prepares related reports, including space inventory and five-year scheduled maintenance and construction plans.

Trains and/or ensures that proper training is provided to departmental personnel.

Plans and directs the preparation of bid specifications, bid documents, analysis of bids and recommendations for bid awards.

Manages construction projects and/or contracted project management services.

Represents the District as the Injury and Illness Prevention Program Administrator and serves as campus safety committee chair person. Provides for and tracks safety training activities for departments within Physical Plant.

Performs other related duties similar to the above in the scope and function as required.

EMPLOYMENT STANDARDS:

Possession of:

A valid and appropriate California driver's license.

Knowledge of:

Applicable state and local building, safety, and health codes and regulations as applied to building trades, transportation services, warehousing, grounds, and custodial services.

Proper supervisory practices and methods.  
STTJCCD: Dir., Physical Plant Operations

Budget preparation and administration.

Equipment, tools, techniques, and methods used in the building and construction trades to include carpentry, painting, electrical, plumbing, and air conditioning.

Grounds keeping and landscaping equipment, tools and techniques to include the application of pesticides and fertilizers.

Principles, materials and methods of custodial work.

Proper warehousing and inventory procedures and methods, including hazardous materials handling.

Materials, equipment, and methods related to swimming pool maintenance.

Ability to:

Plan, organize, schedule maintenance and construction programs and projects.

Train, schedule, supervise, coordinate, and formally evaluate the work of others.

Establish and maintain records.

Prepare and monitor a budget.

Effectively communicate in both oral and written forms.

Prepare accurate estimates of time, labor, and equipment needed to complete specified activities.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE/EDUCATION:

Four years of experience in physical plant maintenance work and/or construction management including two years in a supervisory capacity.

Successful completion of post-secondary education courses and training in business and personnel management, and/or related subjects. Journey level skill in one of the building trades.

Created 2/88  
Revised 8/94  
Salary Updated: 7/07  
Revised: 1/08