

# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## JOB DESCRIPTION: DIRECTOR OF THE PHYSICAL PLANT

FLSA Designation: Exempt

### JOB SUMMARY

Under the supervision of the College President (or his or her designee), the Director of the Physical Plant plans, organizes, evaluates and manages the daily physical plant operations in a healthy, safe and secure manner that is consistent with the mission of the campus, its academic focus, and student program needs; as well as in alignment with College policies and standards and all applicable regulatory agency codes. This individual plans, organizes and manages maintenance, grounds, and custodial staff in order to support the missions of the College. The Director of the Physical Plant interacts with a diverse set of individuals including all levels of management, faculty, staff, students, contractors and vendors.

### DUTIES & RESPONSIBILITIES

- Provides leadership, organization and management to the custodial, maintenance, and grounds staff including the hiring of staff, scheduling of crew to meet cost and quality requirements, and evaluating and disciplining of personnel.
- Provides education, training and development for staff.
- Oversees fleet and fleet maintenance.
- Ensures a safe work environment for campus and center faculty/staff/students/guests through implementation of College standards and applicable regulatory codes. Ensures compliance with all environmental/hazardous waste, waste management and recycling regulations.
- Works with campus leadership to coordinate essential Physical Plant support at special events, athletic activities, banquets and department moves and changes.
- Coordinates repairs with heating, cooling and other mechanical systems, plumbing systems, fire and security alarm systems, elevator systems, custodial equipment and key control.
- Assigns on-call staff to ensure all-hour responsivity.
- Assesses and advises the President and Student Life Director about the operational status of assigned campuses and centers during emergencies and extreme weather events.
- Oversees the removal of snow, de-icing and cleaning of walkways and steps for safety and for protection of physical plant facility.
- Inspects and evaluates quality of Physical Plant performance and support to facilities and customers.
- Leads formation and completion of quality improvement plans and processes, and audits results.
- Requisitions services, supplies, equipment and materials for college needs in conformance with CCK policies and purchasing rules.
- Prepares and submits purchase orders using automated tools.
- Coordinates, schedules, and trains temporary outside agency employees as needed.
- Develops long-range plans, department policies, procedures and training plans; and preparing budgets for supplies, equipment and capital improvements, additions and building repair needs.
- Participates in the planning for construction and maintenance of facilities from a Physical Plant Services perspective.
- Prepares recommended budgets; plans and implements improvement initiatives; monitors plans and budgets for conformance to plans, and implements corrective actions where required.
- Identifies, hires and manages contractors for emergency and miscellaneous minor facility repairs and improvements.

- Serves in assigned capacities as needed in the College's Emergency Operations Center and Disaster Recovery Team.
- Leads and/or participates in department and college-wide committee work as designated.
- Performs other related duties as assigned.

## QUALIFICATIONS

- Bachelor's degree in engineering, building trades, or related field desired
- Quantitative experience validating progressively more responsible experience in physical plant maintenance, with three or more years of supervisory experience, or; combination of education and experience commensurate with the requirements of this position
- Demonstrated ability to work cooperatively and collaboratively with college faculty, staff, administrators and governing boards
- Experience in operational and strategic planning as well as budget development
- Ability to effectively communicate ideas and information in written and oral format to administrative staff, professional colleagues, governing boards

## OTHER CONSIDERATIONS

### KNOWLEDGE

- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Mechanical** — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Production and Processing** — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- **Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- **Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Building and Construction** — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- **Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

### SKILLS

- **Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.

- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Coordination** — Adjusting actions in relation to others' actions.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Time Management** — Managing one's own time and the time of others.
- **Speaking** — Talking to others to convey information effectively.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Instructing** — Teaching others how to do something.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Repairing — Repairing machines or systems using the needed tools.**
- **Equipment Maintenance** — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Troubleshooting** — Determining causes of operating errors and deciding what to do about it.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Equipment Selection** — Determining the kind of tools and equipment needed to do a job.
- **Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

#### ABILITIES

- **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
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- **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Multilimb Coordination** — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.

- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Visualization** — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- **Written Comprehension** — The ability to read and understand information and ideas presented in writing.

#### WORK ACTIVITIES

- **Coaching and Developing Others** — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Controlling Machines and Processes** — Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- **Coordinating the Work and Activities of Others** — Getting members of a group to work together to accomplish tasks.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Inspecting Equipment, Structures, or Material** — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- **Judging the Qualities of Things, Services, or People** — Assessing the value, importance, or quality of things or people.
- **Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.
- **Monitor Processes, Materials, or Surroundings** — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Operating Vehicles, Mechanized Devices, or Equipment** — Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft.
- **Performing General Physical Activities** — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Repairing and Maintaining Mechanical Equipment** — Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.
- **Resolving Conflicts and Negotiating with Others** — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- **Scheduling Work and Activities** — Scheduling events, programs, and activities, as well as the work of others.

#### WORK STYLES

- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

- **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- **Innovation** — Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- **Integrity** — Job requires being honest and ethical.
- **Self-Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

*TOOLS USED IN THIS OCCUPATION:*

- **Drain or pipe cleaning equipment** — Drain augers; Drain cleaning cables; Hand spinners; Power drain cleaners
- **Hammers** — Ball peen hammers; Claw hammers; Dead blow hammers; Sledgehammers
- **Pipe or tube cutters** — Copper cutting machines; Ratcheting polyvinyl chloride PVC cutters; Soil pipe cutters; Tubing cutters
- **Power saws** — Circular saws; Radial arm saws; Reciprocating saws; Tile saws
- **Pullers** — Bearing pullers; Chain pullers; Comealongs; Tub drain removers
- **Computers** —

*TECHNOLOGY USED IN THIS OCCUPATION:*

- **Electronic mail software** — Microsoft Outlook
- **Facilities management software** — Computerized maintenance management system CMMS software
- **Industrial control software** — Digital Direct Control DDC Energy Management software
- **Spreadsheet software** — Microsoft Excel
- **Word processing software** — Microsoft Word
- **Presentation software** — Microsoft PowerPoint
- **Project management software**

**INTERESTS**

- **Realistic** — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.
- **Conventional** — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.
- **Investigative** — Investigative occupations frequently involve working with ideas, and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.