VSC
VERMONT STATE COLLEGES

Job Classification Description

DIRECTOR OF PHYSICAL PLANT/LSC **Grade 16**
Non-Bargaining Unit **Exempt**

BASIC FUNCTION

To direct and manage all College buildings and grounds maintenance and custodial functions, and to oversee new construction projects to ensure compliance with all internal and external regulations, standards and requirements.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, administer, coordinate, monitor, and evaluate the specific building, grounds and equipment/vehicle maintenance and custodial functions and services of the Physical Plant Department, including operating policies, procedures and methods. Develop and modify services and operating systems in accordance with institutional needs and objectives.
- Direct supervision of custodial and maintenance supervisors, mechanical systems technicians, and administrative support staff; indirect supervision of other physical plant staff, including student workers. Plan and conduct training programs and staff meetings. Confer regularly with supervisors and staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, resolve problems, and the like. Plan staffing needs, and master work schedules; monitor overtime budgets.
- Plan, request and administer all Physical Plant operating budgets, as well as various capital project budgets. Recommend major capital improvements.
- Establish work priorities and project schedules.
- Supervise and monitor all regular department operations, including building custodial services, building/facility/equipment/vehicle maintenance and repair, and grounds maintenance. Deal with a variety of problems that arise on a daily basis.
- Plan and oversee plant and facility safety programs, and ensure that all applicable work safety and security procedures are followed. Chair Campus Health & Safety Committee.
- Prepare specifications for outside contract bids. Serve as liaison with, and monitor work done by outside contractors.
- Plan, supervise and coordinate major renovation/construction projects.
- Direct and coordinate a preventive maintenance program.
- Establish and implement procedures to promote energy efficiency and sustainable practices on the LSC campus.
- Ensure compliance with various external requirements, regulations and guidelines pertaining to operation of equipment and occupancy of buildings.

Director of Physical Plant, LSC, continued

- Deal regularly with a wide range of outside vendors, suppliers and service contractors, including negotiating of contract terms and prices.
- Confer regularly with senior administrators, department heads, and other College personnel to plan, coordinate and evaluate activities/projects/ systems, exchange information, investigate and resolve problems, and the like. Serve on various College committees.
- Plan and administer/oversee appropriate records systems related to all physical plant operations and capital improvement projects.
- Prepare a variety of administrative/management reports.
- Keep abreast of current technical and management methods related to assigned functions.

SUPERVISION RECEIVED
General direction is received from the Dean of Administration.

SUPERVISION EXERCISED
Administrative and functional supervision, direct and indirect, of 25 to 30 regular staff members, as well as additional seasonal workers.

MINIMUM QUALIFICATIONS
Bachelors degree in engineering or other appropriate discipline, plus five to seven years of relevant technical and supervisory experience in facilities or construction management, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of technical knowledge and skills relevant to physical plant management of a building and grounds complex, including experience in project planning, estimating and oversight, materials and equipment purchasing, blueprint reading, and the like, and a good working knowledge of the skilled trades. Technical training in engineering desirable.
- Previous higher education or similar institutional experience desirable.
- Excellent planning, organizational, administrative, budget and personnel management skills.
- Ability to deal effectively with a broad range of individuals/groups within and outside of the College.
- Experience in energy conservation and management highly desirable.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.