

PLANT SERVICES DIRECTOR

REPORTS TO: Director of Business Services or designee of the Superintendent

QUALIFICATIONS: Experience in personnel management, budgeting, purchasing and program coordination; technical expertise in one or more of the following areas: housekeeping, construction, mechanical engineering, electrical engineering, landscape architecture, architectural design, public/business administration, air conditioning, refrigeration and temperature/mechanical controls, locksmithing, energy management, safety, general building maintenance, or other related technical areas.

GENERAL AREA OF RESPONSIBILITY: The Director of Physical Plant Services has the primary responsibility for the day-to-day care, maintenance, repair, and operation of the physical facilities of the district. In addition, the Director assists in the short- and long-range planning for future physical facilities, annual budgeting, physical plant purchasing, cost control, energy management, personnel management, and safety program.

PERFORMANCE RESPONSIBILITIES:

- Direct, manage, and coordinate the Department of Physical Plant services.
- Supervise construction and remodeling as assigned.
- Act as District Safety Committee co-chairman.
- Act as district energy manager.
- Act as district purchasing officer for physical plant services.
- Supervise all personnel in the maintenance and grounds departments.
- Assist building principals in the hiring and evaluation of engineers and custodians.
- Direct the training of all personnel in physical plant services.
- Prepare and administer the budget for physical plant services.
- Assist in physical plant acquisition, short- and long-range planning, and professional services purchasing (i.e., architectural, engineering, etc.).
- Assure the district's compliance with federal, state, and local laws regarding physical plant services.