

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:00:59 PM
Official Title:	Manager of Physical Plant I Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 4
Scheduled Hours	
Job Code:	123718
Job Family:	Physical Plant

JOB SUMMARY

The Manager of Physical Plant I plans, directs, and coordinates the storage and distribution operations of an institution's physical plant as well as activities pertaining purchasing, storing, and distributing materials or products.

NATURE OF WORK

This position functions as the first of two levels of Physical Plant Manager. On a smaller branch campus, this level may serve as the head physical plant employee/supervisor. The Manager of the Physical Plant I is responsible for performing a variety of duties in connection with purchasing, receiving, storing, and distributing foodstuffs and other materials. Job responsibilities provide guidance to an operation, function, or service that effects many employees, students, or individuals. Work is performed under immediate supervision, working from established policies and objectives. This position exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstance. Problems and decisions faced in this position may address non-routine questions and situations, often requiring investigation and/or research of precedents. Errors could easily result in moderate costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Receives and organizes all product deliveries and notifies appropriate administrators of any issues.

Oversees receiving and distributing activities to ensure accuracy, completeness, and condition of shipments.

Monitors inventory levels of custodial supplies and equipment; initiates or effectively recommends purchase requisitions for supplies and equipment; receives incoming shipments of supplies and equipment; distributes supplies and materials as needed.

Inspects material handling and delivery equipment for defects and notifies maintenance personnel or contacts outside service to schedule repairs.

Monitors the use and inventories of spare parts, maintenance supplies, and equipment and initiates or effectively recommends reordering as needed.

Communicates regularly with all maintenance technicians, both individually and as a group, to ensure good two-way communication concerning maintenance issues.

Responds to Sales/Customer concerns, requests as needed

Maintains a professional and productive team working relationship with all coworkers and departments throughout the plant.

Confers with other site administrators and supervisor regarding plant needs, schedules, and concerns.

Maintains tools and equipment in clean working order.

Performs other job related duties as assigned.

Additional Responsibilities

May oversee the removal of hazardous materials as directed.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed

below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
1 year +	Purchasing/inventory work experience	X	