

## MASTER SPECIFICATION

### JOB INFORMATION

Date:	1/17/2018 6:01:12 PM
Official Title:	Manager of Physical Plant II Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	123983
Job Family:	Physical Plant

### JOB SUMMARY

The Manager of Physical Plant II directs and manages the physical plant and maintenance operations to support an institution's operation, which may consist of multiple sites and facilities.

### NATURE OF WORK

This position functions as the highest level of Physical Plant Manager. The Manager of Physical Plant II is responsible for organizing, scheduling, coordinating, and supervising the work assignments of one or more trades crews as well as for overseeing the work of lower-level Physical Plant Managers and Trades Specialist Leads I and II. Job responsibilities contribute to ensuring the effectiveness of operations or services having significant impact within the institution or department systems and involves application of policies and practices to moderately complex or important matters. Work activities are carried out independently, under general direction, working from established policies and objectives. This position exercises sound judgement in prioritizing, planning, and organizing own work within time, process, and results requirements; determines processes and sequences to follow based on needs and urgency required by the circumstances. Problems and faced in this position are varied, moderately complex, and occasionally ill-defined, requiring analysis and interpretation of the situation. Errors could easily result in substantial costs, inconveniences, and disruption of services within the affected area.

### Distinguishing Characteristics

#### Examples of Duties

#### Essential Functions

- Ensures that all employees are properly trained in work assigned and safety procedures.
- Coordinates all work orders, workflow, and supplies as needed; inspects and reports on final outcome to the Operations Manager or other appropriate administrative position.
- Oversees building scheduling and maintenance, custodial, safety, security, construction, and/or grounds maintenance.
- Coordinates and project manages multi-craft activities involved in preventive, scheduled, and emergency maintenance, cleaning, repair, and renovation of buildings, mechanical systems, physical plant, and/or grounds.
- Oversees all facets of the daily operations of the organizational unit, ensuring compliance with institutional, state, and federal laws, policies, and regulations.
- Develops or assists with the development and implementation of policies and procedures consistent with those of the organization to ensure efficient and safe operation of the unit.
- Oversees activities of contractors, vendor personnel, and suppliers; Monitors contracts for compliance and controls costs; monitors general expenditures of unit; performs quality control inspections to ensure adherence to contract specifications and industry standards.
- Supervises personnel, which typically includes recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.
- Maintains compliance with departmental security, audit procedures, and institutional policy.
- Assists in facility and space usage planning; advises administration on the application of institutional policy, regulations, and standards relating to the management of physical resources.
- Performs quality control inspections to ensure adherence to contract specifications and industry standards.
- Develops and implements systems and processes to establish and maintain records for the operating unit.
- Develops and maintains emergency/disaster preparedness and recovery plans.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace

## Examples of Duties

### Essential Functions

safety and environmental practices.

Performs other job related duties as assigned.

*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>
Associate's degree, or vocational or technical school degree	Construction, Engineering, or other directly related field	X		

### Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Increasingly responsible work experience in trades work	X		

### Licenses and Certifications

<i>License or Certification</i>	<i>Time Frame</i>	<i>Req</i>	<i>Pref</i>	
Current driver's license		X		