

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months	Title DIRECTOR OF PHYSICAL PLANT
Revised: 09/12/2017	Department PHYSICAL PLANT
Level: Administrative	IPEDS ADMINISTRATIVE
FLSA: Exempt	Reports to VICE PRESIDENT OF FINANCE

POSITION SUMMARY

The Director is responsible for supervising facilities, security, custodial, maintenance, and grounds services; serving as the liaison between Crowder College and the Neosho Police Department for contracted services; and maintaining working relationships with area law enforcement agencies, emergency management and safety organizations. The Director oversees fleet maintenance; procurement of goods, services, and contract labor for physical plant; participates in facility and capital project planning, and the operation of the FEMA shelter on the Neosho campus.

MAJOR FUNCTIONS

1. Supervise facilities, maintenance, grounds, custodial, and security.
2. Respond to on-campus emergencies and/or issues involving safety and security as needed.
3. Develop and maintain working relationships with area law enforcement agencies, emergency management organizations, and safety and environmental organizations.
4. Coordinate with the Director of Public Information and Security Supervisor to maintain written policies and procedures for the Crisis Management Plan.
5. Organize training for workers on proper use of safety equipment, chemicals, etc. and complete required reporting.
6. Monitor budget and ensure efficient use of department funds.
7. Maintain courteous and cooperative relations with all other units and personnel of the college.
8. Perform other related duties as may be assigned by the College Administration.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's degree in business, management, leadership, facilities, construction management or related field required.
2. Three years related work experience and two years supervisory experience required.
3. Knowledge of general maintenance and grounds procedures and safety equipment.
4. Knowledge of current law enforcement issues, theory, and practice; health and safety regulations; and relevant local, state and federal laws.
5. Must possess a valid driver's license with a good driving record.
6. Ability to recognize and assign projects to staff and student workers with efficient utilization of personnel.
7. Ability to work any shift and respond to emergency calls as required.
8. Able to work cooperatively and communicate with college employees, vendors, students, and the general public.

EQUIPMENT/SOFTWARE

Information Technology Abilities required:

- 1-1 Ability to operate a personal computer using the Windows environment.
- 1-2 Ability to understand operating a personal computer within the Crowder College Network environment.
- 1-3 Ability to use E-mail.

POSITIONS SUPERVISED

Custodial Supervisor and staff, Security staff, and Maintenance and Grounds, Work Study and student workers, and contracted labor for custodial and security.

WORKING CONDITIONS

- 1. Some indoor/some outdoor activity, with some exposure to noise, dust and weather conditions.
- 2. Normal college working hours, but adjustment of hours will be required from time to time.
- 3. A neat appearance is required and appropriate apparel must be worn.

PHYSICAL DEMANDS

Physically able to operate grounds and maintenance equipment, climb ladders, lift a minimum of 50 pounds, patrol campus and perform other duties as required.

LANGUAGE/COMMUNICATIONS SKILLS

- 1. Ability to read and understand the English language.
- 2. Ability to communicate effectively with a variety of people, including staff, students, vendors, and the general public.
- 3. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.