

# HUMAN RESOURCES DEPARTMENT POSTING



## PHYSICAL PLANT MANAGER

**Terms of Employment:** Full-time, 37.5 hours per week, Monday – Friday 8:00 AM – 4:30 PM

**Classification:** Leadership

**Hourly Wage:** \$47,000 - \$51,000

**FLSA Status:** Exempt, Salary

**Application Deadline:** Open Until Filled

**Apply online at:** [www.sc4.edu/jobs](http://www.sc4.edu/jobs)

**JOB SUMMARY:** Oversees facilities operations and Physical Plant staff.

### **RESPONSIBILITIES**

- Oversees completion of work assigned to Physical Plant staff, ensuring professional and prompt customer service, adherence to safety standards, College policies, and procedures.
- Directs the quality of custodial services by inspecting work performed and providing feedback or corrective action as needed.
- Manages the Physical Plant online work order request system
- Coordinates, assigns, and monitors routine facility services completion (trash, utilities, custodial, pest control, long-term preservation, inspections, grounds, landscapes, systems and equipment)
- Monitors and reports related trends, making recommendations for improvements and efficiencies
- Identifies and recommends building and process modifications to facilities for increased productivity and/or cost reduction
- Manages and coordinates physical plant logistics (to avoid conflicts for events)
- Leads facilities activities including but not limited to, adherence to collective bargaining agreement, scheduling oversight; completion of performance evaluations; offering ongoing leadership and coaching, addressing performance concerns and communications with relevant staff to ensure high-quality service
- Completes project coordination by managing the assigned tasks within a project; acts as project manager/liaison when assigned; and oversees and executes projects
- Identifies and recommends solutions for safety-related issues. Ensures adherence to OSHA requirements and oversees department safety program including training and documentation.
- Manages the inventory of supplies and equipment: Reviews supply inventory and submits purchase requests following College's purchasing policy and procedure. As assigned, assists purchasing with developing specifications, evaluating bids, and working with vendors
- Reviews and recommends repairs or replacement of equipment. Responsible for maintenance logs and schedules.
- Tracks chemical inventory, disposal and hazardous waste
- Responsible for space management and planning activities, including supervising moves, set-ups, and project implementation
- Monitors receiving functions
- Responsible for vehicle fleet, maintenance logs and usage.
- Performs other duties as assigned

**SUPERVISION RECEIVED:** Under the supervision of the Vice President of Administrative Services

**SUPERVISION GIVEN:** Provides supervision to Physical Plant staff.

**EDUCATION/EXPERIENCE:** Associate degree and minimum of three years of proven work and supervisory experience in the custodial or facilities field required.

**MINIMUM QUALIFICATIONS**

- Ability to work a flexible schedule when required.
- Proficient written and verbal communication skills
- Reliable with good attendance record
- Strong work ethic, energetic, sense of urgency and "can-do" attitude, self-motivated, continuous learner
- Ability to foster cooperative relationships with a diverse academic community
- Team player, advocating and exemplifying a cooperative approach to problem solving
- Highly productive with ability to prioritize and work in a dynamic environment within assigned schedules and timelines
- Detail oriented with good organizational skills
- Positive approach and ability to adapt to change