

## **DIRECTOR OF PLANT OPERATIONS, ATHENS CAMPUS**

### **GENERAL STATEMENT:**

Plans, directs, and coordinates activities of plant operations personnel including custodians, groundskeepers, painter, carpenter, electrician and plumber.

### **REPORTS TO:**

Assistant Vice President of Facilities Management

### **OCCUPATIONAL GROUP:**

Paraprofessional

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Five (5) years experience in the area of facilities maintenance and operations. Three (3) years maintenance supervision experience required. Previous budget management experience preferred.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Direct the activities of custodial and grounds staff.
- Supervise custodians in keeping their building clean and orderly.
- Supervise and coordinate service and repair assignments performed by carpenter, painter, plumber and electrician.
- Issue and follow up on work requests to assure timely completion and job performance.
- Purchase parts and supplies that are used for repair and renovation regarding work requests.
- Supervise the care of the grounds to see that mowing, fertilization and watering processes are done in a timely manner.
- Oversee the pruning and maintenance of all shrubs, flower beds and trees.
- Responsible for the timely inspection of buildings, elevators and all equipment that requires periodic recertification.
- On call seven (7) days a week and twenty-four (24) hours a day.
- Assist other TVCC campuses as directed by the Assistant Vice President of Facilities Management.
- Develop, recommend and provide general oversight of facilities budgets in areas of responsibility.
- Supervise and coordinate renovation and repairs to existing facilities.
- Supervise pricing, selection and purchasing of equipment and materials to meet the college's plant operations needs.

### **PHYSICAL REQUIREMENTS:**

- May be required to lift, push, or pull fifty (50) pounds.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 02/08/95*

*Revised: 10/27/2010*

JD175