

DIRECTOR OF PLANT OPERATIONS, ATHENS CAMPUS

GENERAL STATEMENT:

Plans, directs, and coordinates activities of maintenance personnel including custodial, groundskeeping, painter, carpenter, electrician and plumber.

REPORTS TO:

Vice President of Resource Management & College Relations

OCCUPATIONAL GROUP:

Service and Maintenance

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years experience in the area of facilities maintenance. Maintenance supervision experience preferred.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Coordinate responsibilities of custodial supervisors.
- 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.
- To 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.
- Visit other TVCC campuses as directed by the Vice President of Resource Management & College Relations.
- Develops, recommends and provides general oversight of budgets in areas of responsibility.
- Supervise and coordinate construction, renovation and repairs to existing and new facilities.
- Supervise pricing, selection and purchasing of equipment and materials to meet the college's maintenance 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: 05/19/09

JD175