

DEAN OF PHYSICAL FACILITIES

GENERAL STATEMENT:

Plans, directs, and coordinates activities of transportation, maintenance, purchasing, inventory control, shipping and receiving, custodial, grounds, and non-personnel insurance.

REPORTS TO:

President

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree; Emphasis in business administration preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years work experience in physical plant, construction, insurance, and inventory control.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Supervise maintenance performed on physical facilities.
- 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 needs.
- Develop and maintain an inventory control system for the College's equipment.
- Develop and maintain a purchasing program for equipment and supplies that insures compliance with applicable State and Federal laws.
- Insure all College facilities meet Section 504 and ADA requirements.
- Supervise the transportation program to include the purchase, maintenance, and scheduling of all vehicles of the College.
- Administer the insurance program for insurance covering the facilities and equipment owned and operated by the College.
- Other duties as assigned by the president.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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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

Approved: 02/08/95

Revised: 10/08/96

JD164