Job Description: Assistant Director – Service, Physical Plant

Job Title: Assistant Director - Service, Physical Plant
Department: Physical Plant
Reports To: Director of Physical Plant
Group/Grade: Administrative Staff III, Grade 6
Status: Full-time, Exempt
Job Code: 1-07000-20-AD3-06

Summary

This position is responsible for coordinating custodial services for the campus and to oversee the office operations within the Physical Plant.

Essential Duties & Responsibilities include the following. Other duties may be assigned.

1) Coordinate custodial operations by scheduling project work; maintaining supply inventory, making routine cleaning inspections; scheduling custodial training; assisting with student hiring and development; implementing custodial schedules; and directly supervising first shift custodians to ensure effective and efficient custodial services.

2) Act as liaison with other college departments by communicating custodial related information in a timely manner to ensure accurate exchange of information. Examples include: general notices from Physical Plant, work requests, custodial issues, and vehicle reservations.

3) Monitor department budget and process invoices to ensure correct account designations, correct authorizations, fiscal accountability and responsibility.

4) Track project expenditures by costs for labor, materials, and vehicles to ensure project cost effectiveness and timeliness.

5) Manage Plant office operations including data entry; payroll processing; providing reception duties; and scheduling student office assistants to ensure efficient office operations.

6) Contact and communicate with contractors and vendors as needed to deliver most cost effective services that meet campus needs.

7) Assist other supervisors as needed to contribute to efficient office operations.

Supervisory Responsibilities

This position directs the work activities of one administrative aide, one warehouse staff, 15 full-time and 7 part-time custodial staff, 6 student office assistants and 100+ student custodial workers. Also oversees bus drivers (non-Calvin staff).
Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education &/or Experience

This position requires an Associates degree (A.A) from two-year college or technical school in Business Administration, Facilities Management or related area; three to five years related experience and/or training; or equivalent combination of education and experience. Requires journey-level skilled trade’s certificate and/or licensing and a knowledge of specialized practices, systems and procedures.

Communication Skills

The position requires the ability to explain college policies in difficult situations, write and edit reports or technical documents, coordinate and assess the work of others, or other activities requiring significant communication skills. Handle sensitive and/or confidential information.

Complexity

The position requires the ability to solve problems and to deal with a variety of variables in situations where only limited standardization exists. Instructions may be furnished in written, oral, diagram, or schedule form.

Accountability

The position has the authority, if approved, to take action or make recommendations that will affect procedures, processes, and practices involving customers or employees in other departments.

Decision Making/Judgment

The position includes substantial latitude of independent action in establishing plans, policies and procedures within a functional area, including making decisions within the context of approved goals and budgets.

Other Skills & Abilities

1) Ability to work on call in an emergency.
2) Ability to work flexibly and independently.
3) Ability to work in a team environment.
4) Strong priority setting and decision-making skills are needed.

Working Relationships

The position requires regular participation with employees or customers, deals with items of a routine nature with occasional supervision. Participants use information and expertise to influence outcomes and solve problems.

Physical Demands/Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work in this position is performed within
routine office conditions, usually without exposure to hazardous or unpleasant conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1) Proofreading and checking documents for accuracy.
2) Using a keyboard to enter, retrieve, or transform data.