



Director of Plant Operations

Plant Operations

PO/1

JOB SUMMARY

This position is responsible for directing plant operations for the campuses of Dartton State College.

MAJOR DUTIES

- Hires, trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Provides facilities program planning; develops long-range maintenance plan.
- Develops proposals for contract services; approves payments.
- Provides oversight and direction for complex projects; develops task lists and ensures projects are on schedule, within costs, and provide quality outcomes.
- Serves as subject matter expert for facility maintenance management; provides expert knowledge and advice to engineers, architects, and project managers on facility maintenance projects related to new or existing infrastructure modifications.
- Provides oversight and direction for energy conservation to ensures goals and objectives are met.
- Serves as Safety Officer for facilities operations; conducts inspections and oversees corrections to ensure a safe and clean environment.
- Manages the department budget.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of facilities operations, maintenance and management principles and practices.
- Knowledge of budget development and management principles.
- Knowledge of the principles and practices of the construction trades.
- Knowledge of college purchasing policies and procedures.
- Knowledge of supervisory principles and practices.
- Skill in the delegation of responsibility and authority.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Vice President for Fiscal Affairs assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the Board of Regents construction manual; Georgia Department of Administrative Services policies and procedures; Georgia real estate laws; Georgia Environmental Protection Services guidelines; the National Electric Code; local and state water and wastewater regulations; Occupational Safety and Health Administration guidelines; Material Safety Data information; local, state and national building codes; and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The variety of operations to be managed contributes to the complexity of the position.
- The purpose of this position is to direct plant operations for Darton State College. Success in this position results in the provision of safe, attractive, and efficient facilities for all college operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, Board of Regents representatives, architects, engineers, contractors, vendors, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, bending, crouching, stooping or walking. The employee frequently lifts light and occasionally heavy objects, uses tools or equipment requiring a high degree of dexterity, climbs ladders, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, stockroom, warehouse and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Construction Projects Coordinator (1), Energy Conservation Coordinator (1), Grounds Maintenance Supervisor (1) and Senior Administrative Assistant (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain a valid State of Georgia Electrical Class II Unrestricted License.
- Possession of or ability to readily obtain a valid State of Georgia HVAC Class II Unrestricted License.