

PHYSICAL PLANT DIRECTOR

KIND OF WORK

Highly responsible work directing and planning the maintenance and operation of the Physical Plant in a State Hospital, State University, large correctional facility, or the Capitol Complex.

NATURE AND PURPOSE

An employee in this class is responsible for the operation, maintenance, and repair of all buildings, systems, roads, and grounds at a designated facility. The incumbent directs the work of skilled and semi-skilled craft workers, operational, custodial, and grounds personnel in all facets of this operation. Responsibility extends to planning and programming of major repairs, remodeling, and new construction in conjunction with the institutional staff and the Department of Administration. The incumbent may also make budgetary requests and submit preliminary budget for approval. Supervision is provided by a chief administrative officer of the facility.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs the operations and maintenance of the buildings so that the facility is useable, safe, and remains in good repair.

Directs the operations and maintenance of systems such as HVAC, water, power, and sewer so that facility has the utilities to operate.

Determines the need for major remodeling and construction and in consultation with institutional management and the Department of Administration, recommends the building program so that the facility is suitably developed and the most effective use of it is realized.

Supervises maintenance of grounds and roadways so that these areas are attractive and safe.

Formulates budgets and related cost documentation so that sufficient financial resources are available to meet building operation and maintenance needs.

KNOWLEDGE, SKILLS, and ABILITIES REQUIRED

Knowledge of:

General building construction and plant maintenance.

Electrical and mechanical systems with ability to direct licensed personnel in particular specialties.

Safety practices and the application of same.

Ability to:

Direct the work of others.

Formulate plans, schedules, and record procedures for maintenance of physical plant.

Write clear and concise letters and reports.

Conduct efficiency studies and implement corrections or changes to improve operations.

Formulate and present an operational budget for the activities under supervision.

Est.: 4/5/67  
Rev.: 2/29/68  
Merged 7/4/79

T.C.:  
Former Title(s):