

## PHYSICAL PLANT MANAGER

### KIND OF WORK

Managerial planning, maintenance and operations physical plant work.

### NATURE AND PURPOSE

Under administrative direction, manage the physical plant department, with the responsibility to plan, budget, and implement responsibilities to ensure the facility's physical plant is operational to meet both the clients' and staffs' needs for an environment that is comfortable, useful and safe. Performs related work as required.

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

Manages and coordinates the physical plant operations departments (electrical, plumbing, painting, carpentry, masonry, power plant, laundry, housekeeping, grounds, and garage) so that all units meet codes and licensing agencies rules and regulations with a minimum of disruption to facilities.

Directs the regular care and maintenance of the physical plant and grounds so the facility is aesthetically pleasing, properly repaired, and well maintained.

Ensures compliance of various building safety, environment, and labor code/regulations so that the facilities are safe.

Facilitates in modernizing structures so the clients may have a safe, healthy, pleasant and secure environment.

Directs an ongoing conservation program in all facility buildings so that valuable natural and fiscal resources are efficiently utilized.

Manages the facility's repair and replacement programs so that expenditures are within budgetary limitations and that project priorities are adhered to.

Develops, implements, and maintains a Continuous Quality Improvement and Risk Management Program for the areas supervised to provide work environment free from recognized hazards so that clients, employees or visitors are protected from harm or injuries.

Coordinates all aspects of major physical plant improvement projects in the facility so that projects can be accomplished and communications are established as necessary.

Participates in Safety & Health programs to review policies and procedures for the facility so that safety and accident prevention is emphasized to minimize work-related injuries and hazardous working conditions and the work, environment and work procedures are in compliance with statutes, regulations, and codes.

Plans, organizes, and directs activities concerned with construction and maintenance of structures, facilities, and systems. Confers with supervisory personnel to discuss such matters as work procedures, complaints, and construction problems. Inspects and reviews construction work, repair projects, and reports to ensure work conforms to specifications.

Interprets and explains plans and contract terms to administrative staff, workers, and clients. Formulates reports concerning such areas as work progress, costs, and scheduling.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Technical Competencies:

Knowledge of the building trade, mechanical trades, housekeeping services and steam generation.

Knowledge of electrical and mechanical systems - electrical codes, plumbing codes, steam plant codes, etc.

Knowledge of safety practices and the application of safety practices.

\*Technical Expertise: Shows mastery of program knowledge and/or specific business processes. Is viewed as agency expert within an industry or technical/professional field.

\*\*Administration and Management: Knowledge of principles and processes involved in business and organizational planning, coordination, execution. This includes strategic planning source allocation, manpower modeling, leadership techniques, and production methods.

\*\*Personnel and Human Resources: Knowledge of policies and practices involved in personnel/human resource functions. This includes recruitment, selection, training, and promotion regulations and procedures; compensation and benefits packages; labor relations and negotiation strategies; and personnel information systems.

\*\*Design: Knowledge of design techniques, principles, tools and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.

\*\*Building and Construction: Knowledge of materials, methods, and the appropriate tools to construct objects, structures, and buildings.

\*\*Mathematics: Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, geometry, calculus, statistics, and their applications.

\*\*Operations Analysis: Analyzing needs and product requirements to create a design.

\*\*Equipment Selection: Determining the kind of tools and equipment needed to do a job.

\*\*Judgment and Decision Making: Weighing the relative costs and benefits of a potential action.

Work Management Competencies:

Knowledge of the organization and its mission sufficient to structure its maintenance and appearance.

Ability to make maximum use of a large staff of maintenance and supportive personnel in such a way that their inter-relationships are positive, cooperative and implement each others tasks (in this field there is a large aspect of interaction between tasks in order to get the project accomplished).

Skill in financial management to develop and implement a budget sufficient to respond to the facility's top priorities.

\*Strategic Planning: Translates organizational goals and strategies into operational plans for one's division. Creates strategic staffing plans based on organizational direction.

\*Operations Management: Guides and enables the performance of a group of employees dedicated to an ongoing business activity/function. Within the realm of one's responsibilities, seeks to maximize the value added by the group (e.g., increasing efficiency, reducing and eliminating costs) to the organization.

\*Championing Change: Reinforces open and constructive evaluation of business practices and results. Continuously seeks and examines relevant lessons learned from current and past experiences to improve organizational performance.

\*Analysis, Problem Solving and Decision Making: Involves or guides others; seeks and offers input and advice. Analyzes various perspectives and weighs alternatives to reach logical conclusions and decisions.

\*Teamwork: Creates the opportunities and structures for meaningful involvement of individuals in group processes and decision making. Fosters a cooperative and supportive atmosphere that encourages open communication and facilitates the resolution of conflicts.

\*Managing Others: Holds others accountable for achieving agreed upon goals and commitments. Develops strategies to improve employee performance. Mentors others.

\*\*Monitoring: Assessing how well one is doing when learning or doing something.

\*\*Implementation Planning: Developing approaches for implementing an idea.

\*\*Time Management: Managing one's own time and the time of others.

\*\*Management of Financial Resources: Determining how money will be spent to get the work done, and accounting for these expenditures.

\*\*Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

\*\*Management of Personnel Resources: Motivating, developing, and directing people as they work, identifying the best people for the job.

\*\*Monitor Processes, Material, Surroundings: Monitoring and reviewing information from materials, events, or the environment, often to detect problems or to find out when things are finished.

\*\*Scheduling Work and Activities: Scheduling events, programs, and activities, as well as the work of others.

\*\*Organizing, Planning, and Prioritizing: Developing plans to accomplish work, and prioritizing and organizing one's own work.

\*\*Drafting & Specifying Technical Devices, etc: Providing documentation, detailed instructions, drawings, or specifications to inform others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used.

#### Interpersonal Competencies:

Ability to write clear and concise letters and reports.

Ability to deal with architects, technical advisors, technical surveyors, and put together estimates of costs for buildings and remodeling changes.

\*Organizational Communication: Generates interest, commitment and support from others for new projects or agency initiatives. Creates energy and builds a sense of ownership for change. Attempts to understand others' resistance to change. Builds a supportive environment in times of change/transition.

\*Collaborative Partnerships and Networking: Creates opportunities to exchange expertise with others. Represents the Agency's interests at external work groups; decisions accurately reflect the organizational position and direction.

\*Communication for Results: Calculates the impact of one's communication to get desired response or action from others. Tailors one's influencing strategy appropriately. Manages conflict; works toward consensus.

\*\*Coordination: Adjusting actions in relation to others' actions.

\*\*Negotiation: Bringing others together and trying to reconcile differences.

\*\*Coordinating Work & Activities of Others: Coordinating members of a work group to accomplish tasks.

\* From PROGRES Manager Job Track 2

\*\* From O\*NET Dictionary of Occupational Titles, 1998

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T.C.:

Former Title(s):