

STERLING COLLEGE

Job Description

Director of Physical Plant

Reports to: Associate Vice President for Athletics and Facility Management

Classification: Full time, exempt position.

Description:

Plan, organize, direct, schedule, and participate in the maintenance and operations of College facilities including the custodial, grounds keeping, and general maintenance operations of College owned facilities; direct and provide technical guidance to assigned staff; serve on the Campus Safety Committee.

Responsibilities:

- Plan buildings, grounds, equipment, furniture and facilities maintenance program including deferred maintenance, systemic preventative maintenance, and replacement schedules.
- Assist in facilities master planning.
- Prepare and submit deferred maintenance plan, and hazardous substance removal plans and requests.
- Ensure quality and responsiveness of maintenance and operations activities.
- Order repair parts and maintenance and custodial equipment; maintain and appropriate levels of routine parts and supplies.
- Track status or work / project completion and maintenance and operations activities; refine and adjust resource allocation as appropriate to address institutional priorities.
- Approve work order requests; determine appropriate strategies (in-house -vs- contracting out).
- Prioritize and schedule maintenance and operations projects. Provide liaison with construction project managers and architects on major capital construction and renovation projects.
- Assure safe operation of a variety of vehicles and equipment, including tractors, carts, mowers, trucks, bobcat, and power tools.
- As necessary, respond to on-call and emergency situations.
- And any other duties assigned by the Associate Vice President for Athletics and Facility Management.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- Demonstrated interpersonal skills related to working with diverse students, faculty and staff.
- Must be able to fit into a leadership role
- Detail oriented with ability to work accurately, as well as prioritize responsibilities.
- Excellent organizational skill necessary.
- Solid computer skills – including the ability to learn and apply skills to new software programs.

Essential Job Functions:

- Must be able to push, pull, and lift a minimum of 25 pounds.
- Must be able walk up and down stairs and climb ladders.
- Be able to coordinate movement of the fingers and hands as well as have the adequate dexterity and strength to complete tasks.
- Be able to use upper extremities to frequently press against something with steady force in order to thrust forward, downward or upward.

- Frequently bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.

Education/Experience:

- Bachelor's or Technical degree required.
- Experience in Office Management preferred
- Experience in Maintenance, Housekeeping or DOT Management is a plus.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.