

STERLING COLLEGE

Job Description

Physical Plant Office Manager

Reports to: Director of Physical Plant

Classification: This is a full-time, hourly (non-exempt) position.

Description:

The Physical Plant Office Manager provides centralized administrative and operational support for campus facilities operations. This role is critical to maintaining efficient fleet vehicle management, clear work-order workflows, and accurate documentation that supports the daily work of maintenance, grounds, custodial, and campus operations staff.

Responsibilities:

- Manage the campus work order system and serve as first point of intake.
- Coordinate scheduling and prioritization of work requests with Physical Plant leadership.
- Assist with developing and refining standard operating procedures (SOPs).
- Prepare summary reports for leadership.
- Manage all invoices and warehouse statements.
- Handle all key records and make keys as needed.
- Maintain DOT compliance as “Designated Employer Representative”.
- Ordering of all supplies for housekeeping and physical plant as needed.
- Assist Director of Physical Plant with projects as needed.
- Administer the Physical Plant vehicle fleet, including cars, trucks, vans, and utility vehicles.
- Serve as liaison with local service providers, vendors, and insurers.
- Assist with Guest Services on campus.
- And any other duties assigned by supervisor.

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 skills are necessary.
- Proficiency with office software and tracking systems. Ability to adapt to new software skills.

Essential Job Functions:

- Must be able to push, pull, and lift a minimum of 25 pounds.
- Must be able walk up and down stairs.

- Be able to coordinate movement of the fingers and hands as well as have 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:

- 3–5 years of administrative or operations experience
- Experience in Office Management preferred
- Experience in Maintenance, Housekeeping or Fleet 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.