

DIRECTOR OF PHYSICAL PLANT-WCC

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Vice President and Dean of Administrative Services, the incumbent of this position is responsible for directing the maintenance and operation of the physical plant of Westchester County Community College. Responsibilities include directing capital planning, engineering and construction of facilities and managing campus services such as telecommunications, mail handling, shipping and receiving, reproductive services, and safety and security. The incumbent is responsible for ensuring a safe and well-maintained learning environment for students, faculty, staff and the community at the College, while also ensuring that the campus support departments provide efficient and quality service to their customers. Supervision is exercised over a number of technical and maintenance staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans for, schedules and gives supervision to maintenance and repair projects necessary to campus buildings, equipment and related services facilities involving all phases of the building, mechanical, grounds and electrical trades;

Develops policies and procedures and sets priorities for departmental projects to meet established goals and objectives to support the mission of the College;

Plans, coordinates and manages capital and non-recurring projects such as new buildings, major facility renovations and additions and site work which includes developing project scopes, budgets and schedules; ensures that all initiatives are within the goals set forth by the College as well as within fiscal constraints;

Prepares bid documents and contracts for capital and non-recurring projects by working with the Law Department and the Board of Acquisition and Contract to ensure that all documentation is in accordance with County policies and procedures;

Prepares and justifies resolutions for the Board of Acquisition and Contract for consultants, consultant contractors, and facility providers for the College;

Reviews and signs off on payment requests from consultants and contractors ensuring that they are being paid only for work performed and in accordance with contractual agreements with the College and/or the County;

Oversees the work of consultants contracted in the planning and implementation of major capital projects;

Participates in the regular review of on-going capital and non-recurring projects regarding their timely completion, budget control, and coordination with other College and County departments;

Provides professional advice and expertise regarding the administration and coordination requirements of proposed projects and their impact on College services;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Attends job meetings and scheduling sessions with engineers and contractors to ensure that jobs are progressing in a timely fashion;

Coordinates the activities of various agencies and departments involved in major capital projects (i.e. Planning and Health Departments, SUNY Construction Fund, Dormitory Authority, etc.);

Maintains an effective method for the reporting and dispatch of maintenance and service calls throughout the campus;

Establishes and maintains a work order system to interface with the College's automated systems to ensure that the progress of projects are tracked;

Directs campus security and contract guard services, ensuring that the campus is safe and secure for students, faculty, staff and the community;

Uses computer applications or other automated systems such as word processing, spreadsheets, e-mail and database software in performing work assignments;

Coordinates the selection, training and development of subordinate staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices and procedures of facilities management, construction and support services associated with the operation of a college campus; thorough knowledge of administrative practices and techniques; thorough knowledge of maintenance operations; good knowledge of modern building cleaning operations, and repair of various types of building facilities and service equipment; good knowledge of mechanical and building trades necessary to the various maintenance operations; working knowledge of principles, practices and procedures of construction engineering with particular emphasis on the design and utilization of various types of building, facilities and service equipment; ability to plan and direct the work of others; ability to prioritize work projects taking available manpower and resources into consideration; ability to delegate responsibility and to exercise control; ability to establish and maintain effective working relationships; ability to prepare and present effective reports verbally and in writing; thoroughness and initiative in seeing a project through to its satisfactory completion and within desired completion schedules; ability to effectively use computer applications or other automated systems such as word processing, spreadsheets, calendar, e-mail and database software; tact; sound professional judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a High School or equivalency diploma and either: (a) twelve years of increasingly responsible experience where the primary function of the position was building maintenance and operations or facility management and operations, three years of which must have been in a supervisory capacity; or (b) Associate's Degree* in Engineering, Architecture; Facilities Management or a related field and eight years of experience as described in (a), including the supervisory experience; or (c) Bachelor's Degree* and six years of experience as described in (a), including the supervisory experience.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four years. Education should demonstrate a concentration in Engineering, Architecture, Facilities Management or a related field.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.