

**PARIS JUNIOR COLLEGE DISTRICT  
JOB DESCRIPTION**

<b>TITLE:</b> Director	<b>SALARY LEVEL:</b>
<b>DEPT:</b> Plant Operations & Maintenance	<b>JOB CODE:</b>
<b>CLASS:</b> Administration	<b>FLSA STATUS:</b> Exempt
	<b>RETIREMENT ELIGIBILITY:</b> ORP/TRS

**PURPOSE:** The Director of Plant Operations and Maintenance provides leadership in the maintenance and operation of the total physical facility assuring that the total physical plant operates at optimum capacity, economy, and efficiency at all times while ensuring that the physical plant provides functional, clean, and comfortable areas for the students, faculty, staff, and community.

**REPORTS TO:** Dean of Business Services

**SUPERVISES:** Communications Specialist  
Building Mechanics  
Custodians  
Groundskeepers  
Transportation  
Secretary B, Plant Operations  
Clerk, Postal Services

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**MINIMUM QUALIFICATIONS**

**Knowledge, Skills, and Abilities**

1. Ability to organize and keep accurate records.
2. Ability to operate and maintain related equipment.
3. Must understand principals of construction, mechanical/electrical and custodial operations.

**Education, Experience, and Licensure**

1. Associate degree or equivalent and five years of relevant full-time experience.
2. Current drivers license and insurable with college insurance carrier.

3. Must be willing to attend continuing education and training for professional and personal growth.
4. Be able to perform physical labor under adverse environments and weather conditions.

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## **MAJOR JOB RESPONSIBILITIES**

### **Essential Job Functions**

1. Administers operation of the Physical Plant Department through application of college policies.
2. Makes administrative decisions regarding daily operation, long-range planning, and special operations as they occur.
3. Serves as a member of committee councils of the College as appointed.
4. Maintains effective, efficient, smooth operating departments through the effective leadership of department supervisor.
5. Responsibility in the areas of physical plant operations including, administration, special services, transportation, building maintenance, custodial, grounds, campus utility distribution and central stores.
6. Will be expected to exercise independent judgment and work independently on projects as assigned by the Director of Plant Operations.
7. Assist in budgeting and planning the allocation of financial resources to each Physical Plant department on and annual basis.
8. Works closely with college architects, contractors, and others outside the institution in their services to the College as needed.
9. Through tactful leadership skills, maintains a smooth, efficient flow of labor and resources allocated to each department under his supervision.
10. Maintains constant liaison with other administrators to aid in timely augmentation and support of specific needs.
11. Prepares the maintenance budget based on projected estimates each year.
12. Maintains a deferred maintenance schedule to produce timely repairs and improvements to meet projected funds and resources.

13. Ensures state-of-the-art knowledge of plant operation by attending workshops and conferences, especially those related to public institutions.
14. Develops and maintains a continual learning and skill development program for all maintenance employees.
15. Provides advice to the administrators on matters affecting the safe, efficient operation of materials and equipment utilized by the institution.
16. Supervises and coordinates duties of area personnel.
17. Assists in the recruitment, employment, and orientation of staff.
18. Responsible for ensuring diversity efforts within area of supervision.
19. Coordinates, supervises, and performs evaluation process with all part-time and full-time personnel.
20. Must attend available training sessions and strive for self-improvement.
21. Recommends disciplinary action of personnel.
22. Reports or approves absences of personnel.
23. Provides opportunities for staff development aimed at increasing professionalism.
24. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.
25. Displays personal characteristics which reflect positively on the education profession and the College in such ways as:
  - a. Respecting colleagues and observing ethical principles of the education profession.
  - b. Participating in community activities.
  - c. Demonstrating a constructive attitude toward other professional and classified personnel.
  - d. Using appropriate vocabulary free from excessive profanity and slang.
  - e. Displaying use of good judgment, tact, and discrimination.
  - f. Confidentiality of records, information, materials, and office concerns.

26. Demonstrates a knowledge of the subject matter employed by:
  - a. Providing evidence of preparation in the area.
  - b. Being familiar with current research and developments in the area of specialty.
  - c. Maintaining the respect of colleagues in the subject area.
  
27. Demonstrates leadership qualities:
  - a. Facilitates the solution of problems.
  - b. Instills enthusiasm for professional goals.
  - c. Seeks and encourages new and different approaches to college problems.
  - d. Appraises situations and problems impartially.
  - e. Recognizes staff proficiencies and accomplishments.
  - f. Performs other duties as the President may assign.
  - g. Adheres to statement of ethics.
  - h. Adheres to Paris Junior College covenant for success.

## **Marginal Job Functions**

### **SPECIFIC EQUIPMENT AND MATERIALS USED**

### **ESSENTIAL PHYSICAL TASKS**

1. This position is security-sensitive.

### **ENVIRONMENTAL DEMANDS**