ASSISTANT DIRECTOR OF PHYSICAL PLANT

Department: Physical Plant

Reports To: Director of Physical Plant

Position Summary: The Assistant Director is responsible for all aspects of operations directly related to the daily maintenance, planned project and workflow of skilled tradespersons. Plans and implements long and short-term plans to better serve the University’s constituents.

Essential Responsibilities:

1. Responsible for the direct oversight and daily workflow of all skilled tradespersons. Schedules daily tasks and planned projects for in-house maintenance personnel.
2. Directly oversees Lead Engineer, Lead Structural Trades, and Lead Electrician; working with them to ensure the proper operation of their department and continued improvement of department personnel.
3. Coordinates and manages all contracted labor either directly or indirectly through subordinates.
4. Serves as Project Manager or lead facilities representative for major campus improvement projects. Coordinates improvements with University departments and personnel.
5. Responsible for the deferred maintenance program in terms of tracking projects as they are started and completed; keeps deferred maintenance database up-to-date.
6. Assist the Director to implement systems dealing with quality control issues as it relates to completed work orders, interactions with students/employees, time to complete job, etc.
7. Assist Director of Physical Plant in long-term maintenance and facility improvements.
8. Assist the Director in management of and annual adjustments to dept. budget.
9. Manages Dept. purchasing and provides budgetary guidance and approval for subordinates as it pertains to purchases relevant for their divisions.
10. Manages the on-call engineer program; assures responsiveness of coverage and tracks after-hour issues. Available for oversite and on-site response when necessary.
11. Assist the Director to identify areas of improvement in professionalism and guidelines. Crafts and implements all relevant policy papers and initiatives.
12. Coordinates and manages the CMMS program; reports and tracks areas lacking productivity. Develops reports regarding work orders (work orders per person, time to completion, etc.)
13. Works as the physical plant liaison with the CHO/LSO regarding staff training, safety and chemical maintenance for Physical Plant. Track compliance with state and federal laws.
14. Complies annual data and produces reports regarding metrics needed to compare Physical Plant staffing and performance with industry data. APPA FPI.

**Essential Qualifications:**
- A Baccalaureate degree with five years recent managerial experience relating to construction and/or building management of a complex educational facility or equivalent.
- Demonstrated ability to establish and maintain effective working relationships with diverse constituencies
- Possess a clear understanding and personal commitment to North Park University’s mission of Christian higher education.
- An ability to communicate effectively (oral and written) with students, administrators, faculty, staff members, and outside constituencies.
- An ability to coordinate many overlapping tasks and handle prolonged periods of pressure and stress.
- Analytical and reasoning skills necessary for evaluation processes, judgement and independent action are critical
- Computer literacy, a demonstrated proficiency in the mechanical and structural trades and a working knowledge of architectural plans and specifications are essential.

**Effective Date:** 2021

*NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.*