



JOB DESCRIPTION

TITLE: Director of Operations and Maintenance
SUPERVISOR: Vice President of Finance & Administrative Services
JOB OBJECTIVE: To manage operations and maintenance of the Physical Plant.

ESSENTIAL JOB FUNCTIONS:

- A. Hires, trains and supervises personnel assigned to the physical plant department.
- B. Maintains work schedule and assignments of personnel.
- C. Establishes and supervises a preventative maintenance program for all utility systems, heating, air conditioning, refrigeration, mechanical equipment, roofs, and plumbing.
- D. Establishes a schedule for ground maintenance and housekeeping.
- E. Prepares and submits specifications for bids on contracts and equipment for physical plant.
- F. Maintains current records and blueprints on all sewerage, water, electrical, gas and air conditioning systems installed at the college.
- G. Inspects all repairs and new construction for completeness and code (building/electrical/construction) compliance.
- H. Provides information to the Budget Office for capital projects and capital maintenance funding requests.
- I. Provides detailed information to the Budget Office for any facility addition, deletion or modification .
- J. Manages the budgets for the physical plant department.
- K. Performs other duties as assigned

JOB STANDARDS:

Five years of experience in managing plant operations/construction

JOB LOCATION: The primary job location is the college’s main campus. Occasional travel through the service area may be required.

EQUIPMENT:

CRITICAL SKILLS/ EXPERTISE:

- Knowledge of basic principles of construction and maintenance.
- Knowledge of preventative maintenance methods.
- Knowledge of basic personnel administration.
- Knowledge of central utility systems and energy management systems.
- Knowledge of state and local building codes.
- Ability to supervise and manage employees.
- Ability to effectively relate to all levels of employees.
- Ability to plan and estimate building and maintenance costs.
- Ability to effectively task priorities and delegate work.

NON-ESSENTIAL FUNCTIONS: Marginal tasks performed include the operation of standard office equipment such as typewriter and copy machines.

SALARY: \$42,000 - \$45,000

EMPLOYMENT DOCUMENTS: Current Federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed

APPLY TO: Human Resources
Nashville State Technical Community College
120 White Bridge Road
Nashville, TN 37209

Nashville State is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA Employer