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

11/10/06