



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE:	Associate Director of Physical Plant
LOCATION:	Primarily – Flanagan Campus, Lincoln Must be willing to travel to other campuses
REPORTS TO:	Director of Facilities, Maintenance & Engineering
GRADE:	BOE 14
WORK SCHEDULE:	Non-standard, 35 hours per week
SUPERVISES:	All professional, clerical, maintenance and custodial staff in the Physical Plant Department.

BASIC FUNCTION:

Under the supervision of the director, the associate director is responsible for the daily operations of the campus physical plant, including buildings, grounds and landscapes, utilities infrastructures, maintenance and repair of automotive, operating and service equipment, roads and parking lots. This position is also responsible for the planning and development of strategic initiatives associated with the management of the campus physical plant and related services.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Direct and coordinate department functions including, but not limited to, cleaning and/or upkeep of grounds and buildings; installation, maintenance and repair of automotive, operating and service equipment; set up and maintenance for special events and student activities.
- Recruit, hire, train, supervise and evaluate all departmental personnel, either directly or through subordinate supervisors.
- Plan, organize, supervise and review the work of department staff to ensure effective and timely service.
- Study and make recommendations regarding renovations, new construction, maintenance needs, purchases, energy conservation, quality control improvements, etc.
- Ensure Physical Plant projects comply with appropriate Health, Fire, Building and Safety codes.
- Manage the maintenance and upkeep of all athletic facilities (i.e. gymnasium, recreational fields and pool). Coordinate the use of facilities with the Athletic Department.
- Organize and coordinate the work of subcontractors, trade contractors and vendors who provide janitorial, HVAC, general repair, small construction, roofing services, etc.
- Help prepare the Physical Plant budget in order to provide requirements for personnel, tools, equipment and materials.

Knight Campus

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

- Maintain electronic records, regarding repairs, purchases, inventory and personnel. This includes an inventory of equipment and parts needed for the maintenance and repair of the Physical Plant.
- Prepare reports and analysis of various activities associated with the operation of the Physical Plant for administrative use.
- Ensure compliance with applicable union contracts. Oversee and participate in the appropriate administration of personnel actions such as overtime and progressive discipline. Maintain up-to-date and complete records of union contract interpretation and administration.
- Ability to write bid specifications, manage contractors and contract services.
- On call 24 hours/day, 7 days/week.
- Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

- Must be able to operate personal computers and use common business software applications (i.e. MS Word, MS Excel) and programs necessary for the daily operation of the Physical Plant (i.e. Finance, Purchasing, Preventative Maintenance, etc.).
- Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

- In case of emergency, must be on call on a 24-hour basis, 7 days/week.
- May be required to be present on any shift.
- Must be able to work in adverse weather conditions.

QUALIFICATIONS:

- Bachelor's degree preferred or an Associate's degree with a minimum of four years of experience in work directly related to the administration and/or management of a Physical Plant in a supervisory and/or administrative.
- Knowledge of the operating procedures for Physical Plant areas, including air conditioning/heating systems, plumbing systems, electrical systems, fire alarm systems, motor pool operations, energy management systems, construction, landscape management, and custodial services.
- Supervisory experience in a unionized physical plant facility required.
- Candidate should also have demonstrated leadership and management skills with the ability to successfully manage multiple tasks simultaneously; the ability to meet deadlines; the ability to pay attention to detail and accuracy; and excellent oral, written and interpersonal communication skills in a diverse college setting are essential.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>

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