

Physical Plant – Director

The Director is responsible for maintenance of buildings and supporting systems (including the Lincoln University Urban Center), housekeeping and grounds services, maintenance of motor pool, capital improvements, monitoring vendor performance against contract requirements, ecological, environmental and aesthetics improvements, research and outreach activities. The Director manages more than 80 employees supporting approximately 900 thousand square feet of University building space and 420 acres of land, serving 2100 students and 400 faculty and staff. The Director also works in collaboration with the Dean of Students to ensure the maintenance of residence halls.

Qualifications:

- Bachelors Degree in Engineering or related field. Masters Degree preferred.
- Engineering license or related licensure preferred.
- 10 or more years of progressive physical plant experience in a managerial role for a multi-structure facility.

Extensive knowledge of, and ability to apply, principles and practices of organization management, and personnel and financial administration in the design and implementation of engineering and capital improvement projects.

- Ability to design, supervise, prepare technical reports, estimates, construction and cost records.
- Must possess strong leadership skills.
- Must have effective interpersonal relations skills.
- Must have good written and verbal communication skills.
- Must have technical knowledge of the maintenance of buildings and related systems and demonstrated problem solving capability.

Essential Duties and Responsibilities:

- Develops and enforces procedures to ensure compliance with federal and state laws, standards, and regulations pertaining to the handling, using, storing, transporting of hazardous materials.
- Manages all work performed in cooperation with the Directors of housekeeping and maintenance and office manager.
- Site Safety – Ensures that high standards of safety are developed, met, and maintained at all University facilities.
- Site Maintenance – Ensures that buildings and grounds are maintained in accordance with relevant regulations, agency standards, and fiscal considerations.

- Equipment Maintenance – Ensures that equipment and furnishings are maintained in safe, operable condition and record maintenance needs of each facility.
- Ensures that all activities are carried out in accordance with regulation standards, specifications, schedules, and budgets.
- Safety and Maintenance – Arrange for or provide training for personnel as it relates to safety and/or maintenance needs of each facility.
- Recommends, plans, and implements equipment needs to improve efficiency and/or achieve cost reduction.
- Any other duties or responsibilities as assigned.

Working Conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected as well as visits to satellite locations. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.