



Savannah State University Position Description – Assistant Director of Physical Plant

POSITION DESCRIPTION

Position Title: Assistant Director of Physical Plant FLSA Status: Exempt
Reports to: Director Physical Plant
Department: Physical Plant
Date Prepared: June 2003

BASIC FUNCTION

This position is responsible for assisting the director in efficient operation and maintenance of the physical plant. Work includes electrical, mechanical service, preventive maintenance, construction, repairs of building, equipment and upkeep of grounds.

NATURE & SCOPE

Reporting to the Director of Physical Plant, this position supervises and manages the entire day-to-day operations of the Physical Plant. In addition, this position oversees the coordination and scheduling of all campus events.

This position is accountable for the major repair and renovation budget and any funds designated for facility modifications to comply with the Americans with Disabilities Act.

The Assistant Director is responsible for understanding and resolving problems which may significantly impact the University's operations and serves to anticipate and 'troubleshoot' these situations.

The incumbent spends significant time leading and directing the assigned team. It is critical to the successful performance of the accountabilities of this position that the incumbent work well with all areas of Savannah State as well as the Savannah Community in general.

PRINCIPAL ACCOUNTABILITIES

- Designs and reviews construction specifications.
- Supervises and manages administrative staff of the plant, in areas of mechanical, building and grounds maintenance.
- Prepares cost estimates for renovation and repair requests.
- Coordinates on campus activities with campus community and Savannah community.
- Coordinates ongoing campus repair and renovation projects with contractors and consultants.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Requires a four-year college degree.