Savannah State University
Position Description – Director – Plant Administration

POSITION DESCRIPTION

Position Title:	Director – Plant Administration	FLSA Status: Exempt
Reports to:	Vice President of Fiscal Affairs	
Department:	Plant Administration/Operations	
Date Prepared:	June 2003	

BASIC FUNCTION

This position is responsible for the administration of all building, grounds, custodial work and mechanical maintenance. The adminstration of all major/minor capital improvement projects and rehabilitation and renovation projects are also a major function of this position.

NATURE & SCOPE

Reporting directly to the Vice President of Fiscal Affairs, the incumbent in this position serves as a team leader, setting goals and objectives for the team based on input from each member. The Director works directly with the Assistant Director to assign the daily operations and maintenance supervision objectives in addition to establishing prioritized timelines and effectively managing plant operations with a limited budget.

The incumbent in this position has the authority to make decisions regarding daily operations and delegation of tasks, however any decisions that obligate the university for extended periods of time must be reviewed by the Vice President of Business and Finance.

PRINCIPAL ACCOUNTABILITIES

- Administers the overall daily operations of all plant activities
- Works with contractors, architects and engineers on new construction and rehabilitation projects
- Prepares and maintains annual operating budget
- Works with the President and Vice President on new construction and improvement on existing buildings
- Develops short and long-range plans for campus improvement

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree