Job Description: Assistant Director of Plant Operations

The Assistant Director of Plant Operations shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon recommendation of the President. This position reports to the Director of Plant Operations or as designated by the President.

Description:
This position will assist the Director with all duties in the operation of the department. The Plant Operations department oversees all facilities, grounds, construction/renovation, transportation and the Physical Plant department for MACC’s six locations. In addition, this position has supervisory responsibilities over clerical, carpentry and Physical Plant employees. This is a full-time, 12-month, salaried, exempt position covered by the Public Education Employee Retirement System of Missouri (PEERS).

Required Qualifications:
1. High School Diploma or equivalent;
2. Must be able to physically access all areas of campus;
3. Must have a valid driver’s license;
4. Knowledge of computers including Microsoft Office Professional version and the ability to learn various College related software programs;
5. Effective communication and leadership skills.

Preferred Qualifications:
1. Bachelor’s Degree;
2. Operational and leadership skills;
3. Experience with facility planning and budgeting;
4. Experience in construction, renovation and design.

Principle Duties and Responsibilities:
1. Provide direction for the Physical Plant functions to include custodial, maintenance, grounds, HVAC and carpentry services;
2. Coordinate, with the Plant Operations Director, the project management of all renovation and construction projects to include new facilities;
3. Provide direct supervision for the Carpentry and Administrative Assistant positions;
4. Obtain knowledge of the history and infrastructure of all College-owned facilities;
5. Provide for the safety of students, employees and those attending College functions and visitors to the College within the scope of the department’s responsibilities;
6. Coordinate the use of College facilities by faculty, staff and the general public;
7. Coordinate the procurement of furnishings, equipment and services from outside companies, in accordance with Board policy;
8. Supervise and maintain all keys and security systems for College-owned property;
9. Manage the College-owned vehicle fleet: recommend replacement and purchase of vehicles, oversee vehicle maintenance, schedule & usage, oversee the assignment and use of the gas credit cards;
11. Maintain and update the College inventory system;
12. Assist the Plant Operations Director with the responsibility for maintaining and updating the College-wide computerized telephone system;
13. Oversee records and contracts for purchases and services within the Plant Operations department;
14. Oversee utility and telephone usage and billings for all College-owned property;
15. Assist with the general duties and operations of the Plant Operations office;
16. Participate in the development of the annual budget and recommend expenditures as needed;
17. Travel to other MACC locations to perform duties that pertain to the department’s responsibilities;
18. Attend training seminars and conferences/meetings both on and off campus;
19. Provide for the upkeep and information on the Facilities webpage;
20. Perform other duties as assigned by the Director of Plant Operations.