

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Director of Physical Plant
0865

EEO CATEGORY: Administrative
JOB NUMBER: 0-

STATUS & GRADE: E-NC
DATE: 04/1999

DEPARTMENT: Physical Plant

EDUCATIONAL & EXPERIENCE REQUIREMENT: Bachelor's Degree in Engineering, Industrial Arts or related area. Master's Degree management desirable. Seven (7) years experience in similar position. Knowledge and experience in Physical Plant operation and maintenance; prefer experience on a University campus. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE & PURPOSE OF POSITION: Responsible for total construction, maintenance and operation of all physical plant areas and activities.

SUPERVISION GIVEN & RECEIVED: Associate Director, General Foreman, Office Supervisor, Planner/Estimator, Ground/Custodial Superintendent, Housing Facilities Manager & Construction Inspector/Observers.

PRIMARY RESPONSIBILITIES: Responsible for organizing, planning, evaluating in areas of work assignments, personnel, employee hiring, supervision, training and directing the physical plant operations and facilities planning and construction. Responsible for physical plant budget, payroll, purchases, inventory, equipment and University property. Must be able to motivate and direct people. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Contacts other University departments, University system chancellor, vendors, and representatives from state agencies on and off campus, contractors, and architects.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.