

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Physical Plant Director 1		Class Code: 001DM1
	FLSA Status: Exempt	Salary Schedule: PAT 1	Effective Date: 10-25-13
	Summary: Incumbent is responsible for management of all utility functions, powerhouse functions and maintenance functions at a large multi-building state facility with a complex distribution system. Directs steam plant supervisor, utility supervisor and maintenance supervisor who, in return, supervise daily operations in their respective areas.		

Duties:

- May direct the steam plant supervisor in the operation of the powerhouse in determining work priorities, planning maintenance, construction and repairs and ensuring safe and efficient generation and distribution of steam and water systems;
- Supervises water softening and water treatment plants, operation of sewage disposal plants and entire electrical and/or air conditioning system;
- Plans, prepares work specifications or consults with outside engineers to implement repairs, renovations, remodeling or construction to improve powerhouse or for any facility construction jobs;
- Provides long-range planning and scheduling of work within each trade section within the maintenance department;
- Determines and explains to supervisors of the powerhouse and maintenance section changes in policies, programs or objectives as well as use of new tools and equipment;
- Schedules deadlines and reviews progress and operation of each department;
- Develops training programs for all trades including specialty trades for the powerhouse and water and sewage plants and supervises implementation of these programs;
- Coordinates and oversees the operation of the preventive maintenance program;
- Maintains inventory records, approves requisitions for supplies, equipment and tools and prepares budget recommendations and justifications for entire engineering section;
- Ensures all safety standards are maintained;
- Provides full range of supervisory duties;
- Prepares long-range building plans and/or long range construction changes throughout the facility;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of the methods involved in the operation and maintenance of gas, coal and oil-fired boilers as well as all equipment and/or procedures used in overall powerhouse operation;
- Thorough knowledge of safety standards to ensure efficient operation;
- Thorough knowledge of the methods, practices, tools, materials and equipment used in all trades;
- Thorough knowledge of the methods involved in operation of all utility functions such as water softening and treatment, sewage disposal, air conditioning and electrical distribution;
- Thorough knowledge of facility and state personnel policies, rules and procedures;
- Thorough knowledge of and ability to plan, understand and interpret detailed plans, blueprints and specifications;
- Ability to coordinate many separate maintenance, utility and powerhouse activities into an efficient, effective operation;
- Ability to supervise, instruct, train and direct the work of subordinates;
- Ability to maintain records and prepare a variety of reports and budget justifications;
- Ability to foresee problems, make adjustments, provide long or short range plans and implementing preventive maintenance programs;
- Ability to keep abreast of changes and innovations in the field of powerhouse engineering, building construction and utility functions.

Difficulty of Work:

Incumbent uses extensive judgment in long-range planning of operations and in determining cost-effectiveness and efficiency of various proposals regarding changes in powerhouse and building construction. Work is broad in scope involving the coordination of diverse activities such as plumbing, carpentry, painting, construction, sewage disposal and water treatment and distribution systems within general institutional guidelines and budget allocation. Incumbent must also use extensive judgment in emergency situations.

Responsibility:

Following general administrative guidelines, the incumbent is the authority for developing and implementing operations of the powerhouse, maintenance and utility functions at a state facility composed of many buildings and distribution systems. Incumbent serves as facility's technical expert in areas of maintenance, construction and physical plant engineering. Incumbent receives technical assistance upon incumbent's discretion. Work and decisions are reviewed for attainment of objectives and compliance with policy.

Personal Work Relationships:

Incumbent has working contacts with powerhouse and maintenance supervisors and staff, agency administrators, outside contractors, architects and engineers for the purpose of developing operations, solving technical problems and planning construction or renovation of buildings. Contacts with outside contractors frequently require incumbent to elicit cooperation and monitor expenses and materials used.