

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Physical Plant Director 3		Class Code 001DM3
	FLSA Status Exempt	Salary Schedule: PAT 3	Effective Date: 10-25-13
	Summary: Incumbent is responsible for management of all physical facilities including powerhouse operations as well as all maintenance functions for a small facility setting composed of several building sites		

Duties:

- Supervises operation of a small oil, or gas-fired powerhouse in determining work priorities, planning maintenance, construction and repairs and ensures safety and efficiency;
- Plans and consults with outside engineers to implement repairs, renovations, remodeling or construction to improve powerhouse or for any facility construction jobs;
- Plans and schedules work of each trade section within maintenance department to coordinate with contracted jobs and seasonal advantages;
- Determines and explains to supervisors of engineering section changes in policies, programs or objectives as well as use of new tools or equipment;
- Schedules deadlines and reviews progress and operation of each department of the engineering section to ensure quality and expeditiousness of work and control of materials and expense;
- Develops training program for all trades in the engineering section including specialty trades for the powerhouse and supervises implementation of these programs;
- Maintains inventory records, approves requisitions for supplies, equipment and tools and prepares budget recommendations and justifications for entire engineering section;
- Ensures that all safety standards are maintained;
- Provides full range of personnel duties including setting performance standards, appraising performance of subordinate supervisors, interviewing all new applicants, determining promotions and demotions as appropriate, recommending necessary disciplinary action and advising subordinate supervisors in counseling and evaluating staff;
- Prepares long-range building plans and/or long range construction changes throughout facility and submits to administrative official for approval;
- Coordinates and oversees the operation of the preventive maintenance program;
- Performs related duties as required.

Job Requirements:

- Specialized 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;
- Specialized knowledge of safety standards to ensure efficient operation;
- Specialized knowledge of the methods, practices, tools, materials and equipment used in all trades;
- Working knowledge of institutional and state personnel policies, rules and procedures;
- Working knowledge of and ability to plan, understand and interpret detailed plans 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 a variety of skilled craftsmen, steam plant workers and unskilled workers;
- Ability to maintain records and prepare a variety of reports and budget justifications;
- Ability to foresee problems, make adjustments, provides long- or short-range plans and implementing preventive maintenance programs.

Difficulty of Work:

Work is broad in scope involving the coordination of diverse trade activities such as carpentry, plumbing, painting and construction with general institutional guidelines. Incumbent uses judgment in planning changes in powerhouse and building construction

Responsibility:

Incumbent has the authority for operation of a small oil or gas-fired powerhouse and for maintenance functions at a single building or small state institution within administrative and technical guidelines. Incumbent serves as institution's technical expert in areas of maintenance, construction and physical plant engineering. Incumbent receives technical assistance as needed from central office engineer or Public Works Division. Work and decisions are reviewed for soundness of judgment and compliance with policy.

Personal Work Relationships:

Incumbent has working contacts with powerhouse and maintenance staff, agency administrators and 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.

Physical Effort:

Incumbent stands, crouches, stoops, climbs, kneels, lifts and carries 20 to 50 pounds occasionally and/or 10 to 25 pounds frequently and/or up to 10 pounds daily.

Working Conditions:

Incumbent works indoors as well as outdoors, possibly during inclement weather.