



Job/Position Description

ASSISTANT DIRECTOR OF PLANT OPERATIONS

APPLICATION AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a cover letter, [KWU Application Form](#), and a resume. Please email your application materials to john.swagerty@kwu.edu (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email.

The timeline for filling this job is:

- Applications will be taken until the job is filled.
- Interviews will begin as soon as qualified applicants are identified and continue until a hiring decision is made.

We will NOT check personal references, nor present and any past employers, without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer, and we will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

JOB TITLE: Assistant Director of Plant Operations

JOB'S OPERATING GROUP: Operations

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: To provide comprehensive and responsive, financial and operational support to all facets of the institution in a constructive and progressive manner that promotes attainment of the university's mission and goals.

JOB'S DEPARTMENT: Plant Operations

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: Plant Operations is responsible for maintaining and enhancing the appearance and functionality of all of the campus buildings and grounds in order to create a positive impression of our facilities among our students, faculty, staff, alumni, potential students and parents, donors and members of our outside communities. Plant Operations is also responsible for assisting and overseeing the design and construction of new building projects and renovations.

JOB'S DIRECT SUPERVISOR: Director of Plant Operations

JOB'S EMPLOYMENT STATUS: Full-Time, Exempt, Salaried, Administrative, At-Will employee.

JOB'S SALARY OR SALARY RANGE AND BENEFITS: salary to be determined at hiring based on the person's qualifications and experience.

JOB INFORMATION

JOB SUMMARY: The job of **Assistant Director Plant Operations** was established for the purpose/s of directing of maintenance and custodial services in order to promote efficient practices that result in clean and attractive facilities. Under director, supervises, assigns, reviews and participates in the work of staff responsible for maintenance of the campus, equipment, machinery and related facilities; ensures work quality and adherence to established policies and procedures.

JOB WORKS WITH: Members of the Plant Operations staff, building managers, building occupants, and the KWU community as a whole, as well as the Salina community.

- **JOB'S STAFF AUTHORITY:** supervises the work of maintenance and custodial staff, Personnel from outside agencies hired for tasks on campus.

JOB'S BUDGET AUTHORITY: None

JOB'S PHYSICAL WORKING CONDITIONS: 50% indoor temperature controlled environment, 50% outside environment. Physical activities consist of standing, walking, listening, speaking, keyboarding, reading plans and blueprints, and other similar physical motions and activities which are a usual part of the job. Light construction and repairs are expected. Some lifting may be required.

JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS: May work with toxic chemicals and occasionally works at heights above 6 feet using ladders and scaffolding. May work with power equipment and vehicles.

JOB'S EQUIPMENT: Vehicles, loaders, mowers, mechanical tools, etc.

JOB'S WORK SCHEDULE: This position is expected to work a normal 8-5 workday, as well as work weekends and nights as university needs and priorities dictate. This position is expected to work at least 2,500 hours per year.

JOB'S TRAVEL REQUIREMENTS: Minimal. Usually related to trips within the city limits for meetings, materials pick up, and other similar activities. Some out-of-town travel is required, usually in connection with gathering project information and insight, as well as professional development.

JOB DUTIES AND PERFORMANCE MEASURES

JOB'S ESSENTIAL DUTIES (90%):

1. Overall campus maintenance and appearance: Responsible for maintaining and enhancing the appearance and functionality of the university's buildings, equipment, and grounds.
2. Identifies employee resources and expertise and utilizes employee experiences and skills to plan, schedule, assign and perform maintenance, custodial and other activities.
3. Conducts ongoing training and inspections.
4. Work with campus leadership to coordinate essential support at special events, athletic activities, banquets, department moves or changes, and /or other applicable events that effect the assigned staffing.
5. Utilizes computerized maintenance system for data recording, communication, tracking work orders.
6. Ensures that services requests are completed in an appropriate and timely manner and closed or referred according to department procedures.
7. Designated as "essential" personnel and responds to calls at all hours. Responsible for assessing, reporting, and advising Director of Plant Operations regarding the operational status of the campus during emergencies and extreme weather events. Removes snow, de-ices and clears walkways and steps for safety and protection of University facilities

JOB'S OTHER DUTIES (10%):

1. Provide reports as requested relating to performance results, deferred maintenance needs, etc.
2. Act as rental agent for the university's rented property to include property showings and communication with other university departments.
3. Oversee and maintain the university's keys and control log.
4. Serve on committees as required/assigned, participate in professional organizations as appropriate, and participate in personal development programs to grow appropriate skills and knowledge.
5. **PERFORM OTHER APPROPRIATE AND REASONABLY REQUESTED DUTIES AS ASSIGNED BY THE POSITION'S SUPERVISOR.**

JOB'S PERFORMANCE MEASURES:

1. Maintenance-based safety of campus buildings and grounds.
2. Periodic visual review and surveys of university buildings and grounds.
3. Effectiveness of supervised staff (campus-wide surveys).
4. Timely submission of department goals and objectives, along with supporting plans and results.
- 5.

JOB QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- **MINIMUM REQUIRED:** Minimum of high school diploma or GED required. Two years in a supervisory capacity in maintenance and custodial or a related field, or an equivalent combination of education and experience.
- **PREFERRED:** An Associate's degree in management or one of the engineering or construction management disciplines, and five years of experience in general plant operations management.

CERTIFICATIONS AND LICENSES:

- **MINIMUM REQUIRED:** None
- **PREFERRED:** General Contractor's License

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:

- Demonstrable ability to understand and support the mission of the university, and to understand and serve the needs of our students.
- Demonstrable ability to learn job duties and skills quickly.
- Demonstrable ability to work collegially with diverse constituencies.
- Demonstrable ability to set goals, develop specific work plans, and effectively execute those plans within a specific time frame.
- Demonstrable ability to identify, hire, evaluate, and train plant operations staff and to organize and motivate them into work teams focused on specific goals and objectives.
- Demonstrable ability to read and understand building and safety codes and regulations, and to develop and implement compliance policies and procedures.
- Demonstrable ability to work within a fast-paced environment, and be able to organize, track, and follow through on multiple commitments and requirements at the same time.
- Possess computer skills such as Word, Excel, Visio, construction-based applications, etc., and to be able to quickly understand and use the university's data base system.
- Possess communication skills which allow for professional and effective oral and written communications.
- Possess a high level of organizational and time management skills in order to track and complete multiple tasks.
- Possess interpersonal skills which create an effective work environment.
- Possess a high level of honesty and integrity.
- Possess a strong work ethic and commitment to doing things the right way the first time.
- Possess the ability to create and maintain credibility with staff while staying within university rules and guidelines.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract, not an employment or reemployment, signed by the President of the University, all employees of Kansas Wesleyan are considered "at-will" employees.
3. All employees of Kansas Wesleyan University are considered to be "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check and other checks based on the requirements of the position prior to employment.