

Director of Plant Operations

Summary: The Director of Plant Operations provides leadership and oversight for the University's Plant Operations Department, ensuring campus buildings, grounds, and infrastructure are safe, functional, and well maintained. The position manages maintenance, custodial and grounds operations, departmental personnel, budgeting, compliance, capital projects, and long-range facilities planning while supporting the University's mission and Campus Master Plan.

Works with: Plant Operations staff, faculty, staff, students, building occupants, contractors, vendors, and community partners.

Supervises: Approximately 20 employees, including the Administrative Assistant, Custodial Supervisor, and Maintenance and Grounds staff.

Budget Responsibility: Develops and manages departmental operating and capital budgets in collaboration with the Chief Financial Officer and ensures expenditures comply with university policies.

Working Conditions: This is a hands-on leadership position requiring work both indoors (50%) and outdoors (50%).

Responsibilities include standing, walking, climbing, reading blueprints, keyboarding, light construction and repair work, and occasional lifting. Work may involve operating maintenance equipment, vehicles, power tools, ladders, scaffolding, and handling cleaning or other hazardous materials.

The normal schedule is Monday–Friday, 7:30 a.m.–5:00 p.m., with on-call responsibilities, occasional evenings and weekends, emergency response, and early morning snow removal. Travel is minimal and primarily local.

Key Responsibilities (90%)

Facilities Operations

- Oversee maintenance, custodial, and grounds operations.
- Develop and enforce departmental policies, procedures, and work standards.
- Manage preventive and deferred maintenance programs.
- Ensure OSHA compliance and campus safety through inspections and risk management.
- Promote energy conservation, sustainability, and operational efficiency.

Leadership & Personnel

- Recruit, hire, train, supervise, evaluate, and develop department employees.
- Conduct performance reviews, approve timesheets, and address employee performance issues.
- Lead staff meetings and foster a collaborative, customer-focused work environment.

Planning & Budget Management

- Establish departmental goals and monitor progress.
- Support long-range facilities planning and the Campus Master Plan.
- Prepare and manage annual operating and capital budgets, including multi-year planning.
- Monitor expenditures and ensure accurate financial documentation.

Capital Projects

- Plan and oversee construction, renovation, and repair projects.
- Develop project scopes, budgets, schedules, and cost estimates.
- Coordinate permits, drawings, contractors, subcontractors, and vendors.
- Ensure projects are completed safely, on time, and within budget.

Additional Responsibilities (10%)

- Prepare operational and facilities reports.
- Manage university rental properties.
- Oversee campus key control.
- Serve on university committees.
- Participate in professional development and professional organizations.
- Perform other duties as assigned.

Performance Expectations

Success is measured by:

- Safe, attractive, and reliable campus facilities
- Effective preventive maintenance
- Compliance with safety regulations
- Employee engagement and department performance
- Achievement of departmental goals
- Responsible budget management
- Completion of projects on time and within budget
- Continuous improvement in energy efficiency and campus operations

Qualifications

Minimum Required

- Associate degree in Management, Engineering, Construction Management, or a related field.
- Five years of progressively responsible facilities or plant operations management experience.
- Equivalent education and experience may be considered.

Preferred Qualifications

- Bachelor's degree in a related field.
- Experience in higher education facilities management.
- Experience managing construction and renovation projects.
- Experience obtaining permits and managing regulatory compliance.

Preferred Certification: General Contractor License

Knowledge, Skills, and Abilities

The successful candidate will demonstrate the ability to:

- Lead, motivate, and develop diverse teams.
- Plan, prioritize, and manage multiple projects simultaneously.
- Manage operating and capital budgets.
- Interpret building codes, blueprints, and construction documents.
- Develop preventive maintenance and safety programs.
- Manage contractors and construction projects.
- Communicate effectively with employees, students, faculty, vendors, and community partners.
- Use Microsoft Office and quickly learn institutional and facilities management software.

The ideal candidate will possess excellent organizational skills, sound judgment, integrity, professionalism, a strong work ethic, and a commitment to outstanding customer service while supporting the mission and values of the University.