



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 06/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director, Physical Plant

JOB SUMMARY

Provides professional expertise to the Associate Vice President, Facilities Management and Construction relating to University planning, scheduling, design and execution of new construction, remodeling and renovation work, and utility infrastructure upgrades. Recommends strategies for and directs the operation of all physical facilities necessary to support the mission of Texas Woman's University. This includes the acquisition, construction, maintenance, repair, renovation and operation of buildings and supporting infrastructure. The incumbent directs and manages buildings, grounds and utilities systems maintenance and the operation of central utility plants. Assists with the planning and determination of required resources for effective management, operation, and maintenance of all campus facilities. Implements and manages university wide energy conservation programs and utility allocation tools to assure equitable departmental participation. Work is performed under minimal supervision and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President, Facilities Management and Construction

Supervises: Professional and technical staff

ESSENTIAL DUTIES - May include, but not limited to the following:

- Serves as the lead university official in conceptualizing, studying, and evaluating data for the recommendation on energy performance contracting strategies.
- Assists in planning and recommends major facilities renovation and construction projects needs to provide improved facilities to support of the academic mission.
- Coordinates with and provides guidance on the design and construction of major facility renovation and repair projects and new construction programs to assure conformance with university standards and compatibility with existing features.

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- Oversees the day-to-day operation of the Facilities Staff personnel to assure the operation and maintenance of all planning, improvements, etc. campus facilities and utility systems.
- Assists the Associate Vice President of FMC and works with the Office of Human Resources to promote diversity within Facilities and to support existing University programs designed to create a welcoming environment for everyone.
- Oversees the daily operation of support functions including Automotive Services, Stores, Assures an aesthetically pleasing campus ambience through the oversight of maintenance and improvements to campus grounds, horticulture, and custodial operations relating to building preparation and use.
- Directs the preparation of the budget to support Plant operation.
- Provides recommendations for solutions to meet facilities needs of University departments and activities.
- Provides leadership and assists in the oversight of institutional effectiveness efforts in the operation of the physical facilities including the use of evaluation results and linking results to planning.
- Hires, trains and monitors the performance of employees supervised.
- Serves as coordinator of natural resource exploration, recovery and planning initiatives to implement university strategies.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Serves on or chairs committees for facility upgrades and sustenance programs.
- Participates in capital planning and design review efforts for Denton, Dallas and Houston.
- Manages the capital improvement budgets assigned for facilities operations.
- Performs other duties as requested.

EDUCATION

Bachelor's degree in engineering or related field. Master's degree and/or professional certification preferred.

EXPERIENCE

Minimum of ten years of progressively responsible facilities management experience. Demonstrated experience in fiscal management, technical operations, management of trades, interpersonal communications, effective human relations and conflict management.

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REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record. Registration as Professional Engineer preferred.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Detailed knowledge of all areas of Facilities Management Services operations such as; utility systems, mechanical-HVAC equipment, and various skilled crafts.
- Detailed knowledge of construction procedures and bidding processes.
- Detailed knowledge of safety, environmental, energy, ADA, and Federal and State regulatory requirements.
- Knowledge of purchasing, personnel, accounting, and budget processes.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Knowledge of management methods and ability to provide administrative guidance and provide direct training and supervision as needed.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.
- Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

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WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors. Work may be performed around electrical, mechanical and/or civil hazards. The noise level in the work environment is low to loud.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.