

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Physical Plant Manager I

Class Code: 40722

Pay Grade: GJ

A. Purpose:

Directs all physical plant operations or acts as the assistant to a Physical Plant Manager II to ensure facilities and services meet the needs of building occupants and state park visitors in an efficient, economical, and safe fashion.

B. Distinguishing Feature:

Physical Plant Manager I works under the supervision of a Physical Plant Manager II at facilities and state parks that warrant two levels of physical plant management; or directs all physical plant operations at a facility or state park where only one level of physical plant management is needed.

Physical Plant Manager II supervises a Physical Plant Manager I and is responsible for the administrative, financial, and planning functions of the physical plant complex while delegating the majority of the day-to-day management of operations and maintenance functions to the Physical Plant Manager I.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Plans, schedules, supervises, and inspects facility repairs and construction/renovation projects to ensure schedules are met, budget constraints are adhered to, and quality of work is high.
 - a. Determines priorities of projects based on needs of the facility.
 - b. Submits input regarding future facility modifications to strategic plans.
 - c. Periodically reviews the progress of projects and verifies quality and cost effectiveness of work.
 - d. Develops and monitors preventive maintenance schedules for all physical plant facilities and equipment.
2. Monitors contractor performance to ensure compliance with contract requirements and acceptability of work.
 - a. Writes technical aspects of requests for proposals and bid specifications.
 - b. Reviews and approves blueprints and building plans.
 - c. Ensures building projects do not adversely affect the mission of the facility.
3. Directs the activities of the facility fire department to ensure protection of buildings, grounds, and personnel.
 - a. Conducts fire drills to ensure proficiency of designated fire fighters.
 - b. Inspects and ensures the proper working order of fire suppression/fire fighting equipment.
4. Maintains building maintenance records, blueprints, maps, and appropriate schematics to ensure an accurate representation of facility status is maintained and available for reference.
5. Monitors environmental management systems to ensure the most efficient and cost effective

use of HVAC equipment while maximizing energy conservation.

6. Ensures adequate supplies and equipment are available for current and forecasted needs.
7. Oversees custodial, grounds, and building security activities to ensure facilities are clean, hygienic, safe, and present a neat appearance.
8. Manages state-owned vehicle fleet to ensure effective usage and proper maintenance.
9. Supervises subordinate staff to ensure the goals and objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary actions.
 - e. Conducts performance appraisals and completes performance documents.
10. Assumes full responsibility for physical plant operations in the absence of the Physical Plant manager II.
11. Performs other work as assigned.

D. Reporting Relationships:

The Physical Plant Manager I reports to a Physical Plant Manager II or to an administrator. The Physical Plant Manager I typically supervises Building Maintenance Specialists, Building Maintenance Supervisors, Custodial Services Supervisors, Security Supervisors, and Heating Plant Supervisors.

E. Challenges and Problem

Challenged to ensure facilities are maintained in a fully functional condition and safe for all inhabitants. This may be difficult due to the increased costs of manpower and material and budget constraints. Another challenge is maintaining facilities that differ widely in the skills needed for their repair and the materials needed for their upkeep.

Typical problems include trying to find replacement parts to repair antiquated equipment, responding to multiple requests for repairs when the priorities are similar, and ensuring safety standards are established and adhered to.

F. Decision-making Authority:

Decisions include determining what equipment to purchase, quantities of materials to have on hand, who to assign to various tasks, when repairs needed go beyond the capabilities of the physical plant staff, what to include in bid specifications, how best to conserve energy, and what budget requests to submit.

Decisions referred to a superior include final budget submission, coordination with other departments that will be affected by large construction projects, and final approval for termination actions, approval of contractual agreements, and large capital asset purchases.

G. Contact with Others:

Daily contact with facility supervisors to discuss maintenance needs and renovation plans; weekly contact with vendors and technical representatives on supplies availability, costs, and equipment repair or maintenance needs; and weekly contact with outside contractors and Facility Services to discuss project status and schedules.

H. Working Conditions:

Typical office environment and wide variety of construction and maintenance sites throughout the facility. Potential hazards include electrical shock, chemical exposure, injury from hand and power tools, inhalation of noxious fumes, and falls from dangerous heights.

I. Knowledge, Skills and Abilities:

Knowledge of:

- The principles and procedures used in directing, maintaining, and managing institutional physical plants according to their design, layout, and service demands;
- planning, scheduling, supervision, and program administration;
- occupational hazards and safety precautions appropriate for maintenance or repair projects;
- record keeping and report writing.

Ability to:

- assess the needs for repairs or preventive maintenance of physical plant facilities and to develop plans for these projects;
- read and interpret blueprints and construction plans;
- accurately estimate building costs and material requirements;
- operate construction equipment and power tools;
- operate computers;
- supervise;
- establish and maintain effective working relationships with others.