

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Physical Plant Manager II

Class Code: 40723

Pay Grade: GK

A. Purpose:

Supervises a Physical Plant Manager I and is responsible for the administrative, financial, and planning functions of the physical plant 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 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.

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.

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. Directs the planning, scheduling, and inspection of facility repairs and construction/renovation projects to ensure schedules are met, budget constraints are adhered to, and quality of work is high.
 - a. Approves priorities of projects based on needs of the facility.
 - b. Creates strategic plans regarding future facility modifications.
 - c. Periodically reviews the progress of projects and verifies quality and cost effectiveness of work.
 - d. Directs the development of 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 or oversees the management 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. Creates and submits budget proposals to ensure an accurate representation of fiscal needs is presented and adequate funding is provided for physical plant operations.
 - a. Monitors expenditures to ensure the physical plant stays within allocated budget.

- b. Attends budget meetings and explains and justifies need for requested funds.
- 5. Writes long range and short term plans for the physical plant to ensure future needs and forecasted improvements are clearly and completely documented.
- 6. Represents the facility at meetings with state, local, and federal agencies.
- 7. Directs custodial, grounds, and building security activities to ensure facilities are clean, hygienic, safe, and present a neat appearance.
- 8. Manages or oversees the management of 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. Ensures the Physical Plant Manager I is kept abreast of all on-going projects so that he/she is capable of assuming full responsibilities for the operation and management of the Physical Plant.
- 11. Performs other work as assigned.

D. Reporting Relationships:

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

E. Challenges and Problem

Challenges include ensuring all fiscal, administrative and planning functions are accomplished in a timely and accurate fashion while ensuring all facilities are maintained in a fully functional condition and safe for all inhabitants. This may be difficult due to the diversity of administrative functions and the large number of simultaneous physical plant projects underway at one time. Also challenging is maintaining facilities that differ widely in the skills needed for their repair and the materials needed for their upkeep.

Typical problems include creating realistic plans when future levels of funding are uncertain; determining which tasks to delegate to the Physical Plant Manager I, and which tasks to accomplish in order to maintain proficiency and an awareness of the working environment; and realigning priorities due to pressure from higher level management while ensuring the essential maintenance is not delayed.

F. Decision-making Authority:

Decisions include determining the final physical plant budget submission; who to hire; approval

of disciplinary actions that will result in dismissal; approval of purchases not requiring bids; final approval of blueprints; coordination with other departments that will be affected by large construction projects; approval of contractual agreements and large capital asset purchases; and approval of bid specifications.

Decisions referred to a superior include final budget submission for the facility; resolution of interagency conflicts; resolution of matters with political consequences; and approval of long range plans.

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:

- aspects of physical plant operation, maintenance and repair;
- planning, scheduling, supervision, and program administration;
- safety practices;
- record keeping and report writing.

Ability to:

- effectively delegate duties;
- 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.