

- Regularly inspect campus buildings and facilities to identify needed maintenance and repair work.
- Ensure that all applicable work safety and security procedures are followed.
- Confer regularly with immediate supervisor, other Physical Plant staff, and other college personnel to plan and coordinate activities, exchange information, resolve problems, and the like.
- Deal regularly with outside vendors and contractors. Oversee work done by outside contractors.
- Plan, implement and supervise/perform the maintenance of appropriate recordkeeping systems for all department functions, such as records, charts, blueprint files, building files, purchasing files, and so forth.
- Prepare administrative reports on maintenance activities/projects.
- Perform the regular duties of a maintenance technician as needed.
- Act on behalf of the Director when the Director is absent.

3 ON 3 C D

General supervision is received from the Director of Physical Plant.

3 ON X 3 C D

Functional and partial administrative supervision of approximately 15 regular employees as well as a large staff of student work

relevant experience in the building trades, or a c

o e c i c i o n

•