



## Job Classification Description

**DIRECTOR OF PHYSICAL PLANT/JSC**  
**Non-Bargaining Unit**

**Grade 16**  
**Exempt**

### **BASIC FUNCTION**

to direct and manage the College buildings and grounds maintenance and custodial functions and to oversee the construction projects to ensure compliance with the national and international regulations and standards and requirements.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan, prepare and administer coordination on or and execute the specific functions and services of the Physical Plant Department including operating policies, procedures and methods. Develop and modify services and operating systems in accordance with the institution's needs and objectives.
- Exercise full supervisory direction over free-natives personnel and departmental secretary and indirect over 2-year rounds staff under their supervision. See to it that the Physical Plant and construction programs and staff assignments. Confer regularly with personnel and staff to plan and coordinate activities, assign and receive reports on difficult or non-routine tasks, resolve problems and meet the Physical Plant's staffing need.

