

PLANT MANAGEMENT DIRECTOR

KIND OF WORK

Administrative work in the management, operation and maintenance of state buildings.

NATURE AND PURPOSE

The employee in this class is the principal custodian of all real property, buildings and building equipment operated by the Department of Administration. The employee is responsible for building plant engineering, structural maintenance, janitorial care, landscape maintenance and parking lot regulations.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs the management and operation of a selected group of state buildings.

Directs a maintenance program for these buildings including the structural, mechanical and electrical systems and equipment.

Directs a program of janitorial services for a group of state buildings including the Capitol complex.

Directs a program of landscape design, service and maintenance for the Capitol complex and other selected state property.

Provides the overall direction for the personnel engaged in the transfer of materials, supplies and equipment, refuse removal and parking lot regulation for selected areas including the Capitol complex.

Confers with consultants and contractors regarding building construction and alteration.

Directs the maintenance and preservation of vacated state buildings.

Assists in the preparation of the departmental building requests.

Assists the Commissioner of Administration in the allocation of office space in the Capitol complex.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the methods and materials used in structural maintenance of buildings.

Thorough knowledge of heating, ventilating and air conditioning in modern office buildings.

Considerable knowledge of building systems and equipment.

Considerable knowledge of building cleaning and landscape maintenance.

Ability to:

Ability to plan, direct and supervise the work of a large number of employees engaged in a variety of activities.

Est.: 11/67  
Ckd.: 11/92

T.C.: 5/71  
Former Title(s): Property  
Management  
Director