



**PHYSICAL PLANT DIRECTOR**

**SCOPE OF WORK:**

Individuals will be responsible for directing the activities required to maintain the physical plant of a state agency including buildings, associated power facilities, and surrounding grounds.

**DUTIES PERFORMED AT ALL LEVELS:**

- Plan and assign work to be done to provide maintenance of buildings, power plant facilities, sewage and water system, and grounds maintenance.
- Develop and implement work procedures and standards; evaluate employee performance; resolve problems; manage disciplinary situations; and perform related supervisory responsibilities.
- Implement and maintain a preventive maintenance program.
- Coordinate with building occupants to determine maintenance needs.
- Participate in implementing building evacuation plans.
- Review and coordinate work done by outside contractors to ensure conformance with specifications.
- Establish procedures to monitor and maintain efficient and economical operation and maintenance methods.
- Determine requirements for equipment, fuel, and supplies associated with maintenance and operation of plant facilities.
- Provide input to budgeting for maintenance or modification of plant facilities and equipment.
- Maintain knowledge of codes and safety standards associated with use and handling of maintenance materials and supplies.
- Perform administrative communication and reporting requirements.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**PHYSICAL PLANT DIRECTOR I**

8131

GRADE L

**LEVEL DEFINITION:**

Individuals at this level perform most or all duties associated with this class series and will direct the activities associated with a single or small number of facilities. Alternatively, these individuals may be assigned in an assistant director capacity within an agency with a large number of facilities or facilities requiring complex plant operations.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires four years of work experience in the operation and maintenance of a complex physical plant. The experience must have included substantial responsibilities for preventive and special maintenance of facilities, equipment and grounds, custodial services, on-site review and coordination of contractor projects, interpreting blueprints and building plans, and estimating costs. Requires familiarity with building codes, handling of infectious and hazardous materials, and related regulations or similar duties related to physical plant operations. One year of the work experience must have included responsibility for scheduling and lead work or supervision of other employees.

The hiring authority, at time of recruitment, may specify a requirement for specific work experience or technical expertise that relates to the type of facilities to be maintained.

The hiring authority may allow substitution of two years of college-level course work in a related field for the required work experience on a year-for-year basis.

**PHYSICAL PLANT DIRECTOR II**  
GRADE N

8132

LEVEL DEFINITION:

Individuals at this level perform most or all duties associated with this class series and will direct the activities associated with a relatively larger number of facilities and/or some facilities involving very complex plant operations. Alternatively, these individuals may be assigned in an assistant director capacity within an agency with a large number of facilities or facilities requiring complex plant operations.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- May assist a higher level administrator in providing direction over a large staff of trades, custodial, maintenance, and other support personnel.
- Provide significant input to planning and budgeting for construction and modification of plant facilities.

MINIMUM QUALIFICATIONS:

Requires six years of work experience in the operation and maintenance of a complex physical plant. The experience must have included substantial responsibilities for preventative and special maintenance of facilities, equipment and grounds, custodial services, on-site review and coordination of contractor projects, interpreting blueprints and building plans, estimating costs. Requires familiarity with building codes; the handling of infectious and hazardous materials and related regulations; or similar duties

related to physical plant operations. Two years of the work experience must have included responsibility for scheduling and lead work or supervision of other employees.

The hiring authority, at time of recruitment, may specify a requirement for specific work experience or technical expertise that relates to the type of facilities to be maintained.

The hiring authority may allow substitution of three years of college-level course work in a related field for the required work experience on a year-for-year basis.

**PHYSICAL PLANT DIRECTOR III**  
GRADE P

8133

**LEVEL DEFINITION:**

Individuals at this level perform most or all duties associated with this class series in directing the activities associated with a very large number of facilities and/or facilities involving very complex plant operations.

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Provide overall management of plant operations through a large staff of supervising technicians.
- Provide direct input to executive level management staff regarding activities that affect appropriate plant operations.

**MINIMUM QUALIFICATIONS:**

Requires eight years of work experience in the operation and maintenance of a complex physical plant. The experience must have included substantial responsibilities for preventative and special maintenance of facilities, equipment and grounds, custodial services, on-site review and coordination of contractor projects, interpreting blueprints and building plans, estimating costs. Requires familiarity with building codes; handling of infectious and hazardous materials and related regulations; or similar duties related to physical plant operations. Three years of the work experience must have included responsibility for supervision of other employees.

The hiring authority, at time of recruitment, may specify a requirement for specific work experience or technical expertise that relates to the type of facilities to be maintained.

The hiring authority may allow substitution of four years of college-level coursework in a related field for the required work experience on a year-for-year basis.

Eff. Date: 10/74

Rev: 06/95 - Updated format

Rev: 02/00 - Updated minimum qualifications

Rev: 07/12 – Conversion to Hay System