

JOB DESCRIPTION:	Director of Physical Plant		
DEPARTMENT:	Facilities		
REPORT TO:	Executive Director of Facilities and Maintenance		
EEO CLASSIFICATION:	First/Mid Officer & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#194020	DATE APPROVED:	16-FEB-2026
		DATE MODIFIED:	

SUMMARY: Assists the Executive Director of Facilities and Maintenance in day-to-day and overall operations and activities including managing, supervising, and monitoring to maintain all facilities and operations through the University

DUTIES:

1. Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies and operating procedures for the care and maintenance of the University's buildings, facilities, grounds, vehicles, and parking areas.
2. Assists the Executive Director of Facilities and Maintenance to establish and maintain staffing and an organizational structure to effectively accomplish the departmental function.
3. Directs, supervises and evaluates operational activities of all maintenance employees to ensure adherence to established standards and procedures for cleanliness and aesthetic environments.
4. Plans, directs, and supervises work activities of general maintenance and skilled trade workers to ensure adherence with established performance and quality standards.
5. Assists with the preparation and justification of departmental expenditures and budgetary requests and monitors budget for both operational and capital project expenditures.
6. Identifies, assesses, and prioritizes deferred maintenance needs for all buildings, grounds, and campus infrastructures.
7. Establishes and supervises preventive and emergency maintenance programs. Reviews and investigates requests and/or complaints of work performance.
8. Works closely with project initiators to discuss and design specifications in accordance with objectives. Reviews and assesses project and work order requirements, in collaboration with senior administration determines departmental priority for in-house and/or subcontract status.
9. Works with capital projects on renovation and construction projects. Serves in an on-call capacity as scheduled. Represents the University to governmental agencies, vendors, as well as the campus community as a whole.
10. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
11. Performs other duties as assigned

REQUIREMENTS:

1. **Education /Background:** Job Knowledge: Bachelor's degree in related field with two years of experience. Associate's degree in related field with five years of experience. High School Diploma or GED equivalent with ten years full time work in supervision of facilities experience. Completion of a vocational trade school program or degree/certification in one of the trades or closely related field can be substituted for three years of required experience. Bilingual (Spanish) preferred

Job Knowledge: Knowledge of the principles of management, including supervision, budgeting, and training. Working knowledge of established safety practices and procedures. Working knowledge of the safe operation of department equipment, machines and tools. Ability to estimate necessary materials and supplies required for a variety of landscaping and custodial services. Ability to make administrative/procedural decisions and judgements. Ability to participate in the planning and construction of new buildings, as well as major renovation and repair projects. Ability to communicate and work effectively within a diverse setting. Skill in understanding and interpreting codes, statutes, policies, and regulations. Knowledge of all applicable building codes, OSHA, and EPA regulations. Skill in planning, organizing, and directing through subordinate staff for the efficient and effective delivery of services. Skill in developing operating policies, procedures, and standard. Skill in establishing and prioritizing the University's needs for construction and renovation projects. Skill in establishing and maintaining effective working relationships with students, faculty, university staff, local/state/federal agencies, contractors and local vendors/supplies. Skill in reading and interpreting sketches, diagrams, blue prints, and schematics. Skill in setting goals and providing leadership

2. **Working Conditions/Physical Demands:** With or Without Accommodations): Normal office environment, construction site, and multiple outside grounds environment. May travel some within the community and to other sites when needed. May be required to lift up to 50lbs. May be required to transport normal office equipment and materials, use power tools and use ladders as required. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Work may involve exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May be required to work additional hours or days depending on circumstances

3. **Other requirements:**

Requires a valid driver's license.

Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)

*Delete all examples in red text prior to submission. Send all job descriptions to Bobbi Dodson for review and approval.