

Washington State Department of Personnel
Class Specification

PLANT SERVICES MANAGER

598K

Abolished: Adopted 08/13/2009, Effective 08/14/2009

Definition:

Under direction of the chief physical plant officer direct the custodial, grounds, and stores operation in the physical plant of a large institution.

Distinguishing Characteristics:

Incumbents in this class are responsible for operations and personnel in a major division of the physical plant. Incumbents are responsible for liaison with student affairs, athletics, audio-visual, and various academic departmental personnel in coordinating all available resources in preparation for special events.

Typical Work:

Work with supervisors and section heads in determining work loads, assign personnel to work areas, and confer on individual personnel problems relating to the various sections;

Work with the custodial services manager in gathering data relative to manpower square foot coverages, in coordinating physical preparation required for concerts and special events held on campus, and in preparing physical arrangements for athletic events;

Supervise the purchase of supplies and equipment, confer on the hiring of personnel, and assist in the preparation of budgets for sections supervised;

Coordinate activities of the grounds sections and work with the supervisor in planning new landscape work;

Supervise the operation of the stores section, the taking of an annual inventory, and the proper maintenance of stock levels;

Perform related duties as required.

Legal Requirement(s):

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications:

College degree in engineering, architecture, business administration or related field, and at least five years of experience in large-scale custodial and grounds maintenance, two of which must have been in a supervisory capacity equivalent to grounds supervisor. Additional related work experience may be substituted, year-for-year, for up to two years of the college.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Class Specification History:

New Class: 5-17-73

Revise MQ: 7-2-90

New class code, formerly 5219, effective July 1, 2007.