Saint Michael's College
Job Description

Job Title: Assistant Director of Physical Services-Events

Department: Facilities

Supervisor or Manager: Director of Physical Services

Date Created: 3/15/2005  Last Revised: 3/15/2012  FLSA Status: NE

Approved by (print name): ________________________  Signature: ___________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
• Oversees the supervision of physical services personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
• Participates in development, implementation and maintenance of policies, objectives, short- and long-range planning; develops and implements projects and programs to assist in the accomplishment of established goals.
• Ensures adherence to established college and departmental policies and procedures, objectives and safety standards.
• Must be flexible, have good written and verbal skills, and be able to prioritize multiple task requirements to meet the departmental needs required to service the community.

Essential Duties and Responsibilities:
• Oversees the daily operations of the physical services department, ensuring compliance with the college, state and federal laws, policies, and regulations.
• Delegates tasks for the physical services staff and the weekend crew leader to be completed on weekends.
• Oversees the completion and documentation of physical services work orders by staff; guides and assist staff as necessary with complex tasks, and performs inspections of work as appropriate.
• Supervises and assists the maintenance of the grounds on N. campus.
• Supervise and assists the setting of special events functions.
• Responsible for compiling time sheets for the physical services crew, and work study students.
• Train new and existing employees, work study students as needed.
• Establishes and maintains a positive and cooperative working relationship with members of the crew and the campus community.
• Assists in annual performance evaluations for the physical services employees.
• Assists in disciplinary functions such as verbal warnings and written warnings, and assists in dismissal of employees.
• Assist in job interviews for physical service -- events candidates.
• Ensures adequate stocks and serviceability of necessary dorm room furniture and equipment; purchases materials, supplies, and/or furniture as appropriate.
• Monitor and organizes storage areas in various buildings throughout campus.
• Monitor, maintain, or replaces tools and equipment for moving furniture, etc.
• Attends weekly meetings of Physical plant supervisors and Special event directors.
• May act in the absence of the Director of Physical Services to fulfill the functions of that position.
• Must have good communication and organizational skills when dealing with participants of campus community.
• This job is approximately 30% management and 70% hands on.

Secondary Responsibilities:
• Assists with the cleaning, repairing, refinishing, and painting/staining of park benches, picnic tables, special event tables, and other related equipment and furniture as assigned.
• Assist with the collection, removal, and disposal of computer equipment, video equipment, recyclable metals, and other related equipment as assigned.
• Assist with the removal of carpet and other related used or discarded building materials as needed.
• Assist with the capture, removal, and relocation of wild animals throughout buildings on campus.
• May have to occasionally drive the campus shuttle van.
• Assist other trades in the physical plant as needed.

**Positions Supervised:**
• Physical Services crew (3)

**Position’s Major Contacts:**
• Supervisors/department heads
• Special Events
• Academic Affairs
• Student Life
• Security
• Faculty/Staff
• Students
• Outside vendors and suppliers.
• Represents College with detailed setups for special events functions.

**Demonstrates Excellence in this Position:**
• Has a thorough understanding of the issues related to the Facilities department, special events, student life and generally the manner in which the College functions
• Is understanding, patient, and caring with all contacts across campus
• Organizes and multi-tasks job responsibilities and priorities well to accomplish the competing demands of this position
• Makes quick, consistent and firm decisions based on a variety of situations and factors
• Maintains an excellent safety record for all projects and staff being led
• Exhibits positive, enthusiastic leadership for staff, developing their skills and ability to problem solve independently
• Displays strong analytical problem solving skills and excellent communications skills

**Education and Work Experience Required:**
• High school diploma plus some post-secondary education, work experience, or specialized training
• Prior supervisory experience that is directly related to the duties and responsibilities specified

**Analytic Skills Required:**
• The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

**Language and Literacy Skills Required:**
• Reads and interprets documents such as operating instructions, procedure manuals, and college policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

**Computer/Technology Skills Required:**

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Page 2 of 3
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Work Order system - intermediate

**Licenses, Certifications and Other Requirements:**
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College *Vehicle Use Policy*

**Physical Demands:**
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Assistant Director of Physical Services-Events, the employee is occasionally required to lift and/or move 51-100 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**
- Availability to work irregular hours such as nights and weekends to work set-ups for large events and to be in charge of running snow removal operations every other weekend during the winter months
- Flexibility and ability to prioritize multiple task requirements and meet the departmental needs required to service the community
- Good written and verbal communication skills

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.