



UNIVERSITY  
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## **Position Job Duties**

### 532136\_Physical Plant Coordinator

#### 45% Facility Maintenance, Operations, & Utilities

Oversees all facilities and grounds (buildings, roads, sidewalks, parking lots, public trail system, lawns/ landscaping) on the Mat-Su College campus, which consists of six buildings with over 100,000 square feet on 960 acres of grounds and trail systems. Supervises maintenance (lawn, winter snow removal, and custodial), operations (projects, safety, property use, budget, supervision), and utilities (electrical, plumbing, heating, air, water, generators, alarms). Oversees contracts, maintenance operations, capital projects, building repairs, remodel projects, and upgrades to building automation systems, in consultation with the College Director and Director of Administrative Services. Performs budget management and develops (reviews and projects future needs) annual budget for utilities, facilities operations, and facilities maintenance, including parts, supplies, repairs, janitorial, and contracted services. Authorized to approve large expenditures and allocate resources. Conducts product research, utilizes a pro-card and submits purchase requests; maintains and tracks records; and approves staff purchases. Follow up to ensure orders are placed accordingly, and appropriate items were received. Performs long-range and strategic planning to adapt operations to new situations. Develops and implements new rules, processes, policies, and procedures for campus maintenance, operations, and utilities services. Serves as a first point of contact regarding the conditions of the campus during snow and ice events or other emergency situations. Represents facilities concerns as a member of the Executive Team and Incident Management Team (IMT) and serves on other applicable committees. Performs other duties as assigned by the supervisor.

#### 30% Campus Infrastructure

Maintains a high quality of general operation and maintenance of the campus buildings and property, including grounds, water systems, septic systems, heating/ventilation equipment, electrical, air conditioning systems, plumbing, interior walls and flooring, lighting, and emergency generators.



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## **Position Job Duties**

Oversees janitorial contract and provides full custodial services for The Glenn Massay Theater. Ensures maintenance staff is responsible for covering custodial duties in the event janitorial services are insufficient to cover all needs. Sets vendor work schedules.

Oversees emergency repair orders and certification of emergency systems/equipment. Provides expert-quality repair services for smaller, cost-saving projects and emergency repairs.

Recommends and coordinates required major repairs of buildings with Admin Services Manager and UAA Campus FP&C. Creates work order forms with UAA facilities planning and construction (FP&C), works with project managers, and oversees on-site contract implementation and compliance. Selects, manages, and directs outside vendors providing facilities support.

Provides repairs and/or upgrades to door locks and maintains key system. Detects and conducts repairs to alarm systems, when applicable, or coordinates repairs with vendors. Maintains and schedules the building automation system to operate at a high level of cost savings. Serves as the first point of contact with the fire alarm monitoring company. Responds to all fire alarms to determine whether the alarm is false or real, and assists the fire department with fire location. Schedules and completes annual fire alarm testing, maintains fire extinguishers, horn strobes and sprinklers, and coordinates annual inspections to meet national fire codes [10 building panels, 3 pumps, 5 sprinkler systems].

In conjunction with state inspectors, ensures safe operation of elevators and wheelchair lifts along with coordinating the general maintenance with contractors. Works with boiler and pressure vessel inspectors to ensure working conditions. Ensures the air is filtered within the building structures.

Maintains campus fleet vehicles, landscaping/snow removal equipment, and other equipment and recommends specifications for new equipment as appropriate [equipment includes college vehicles (van and car), facilities plow/sanding trucks, lawn tractors, skidsteer, toolcat, front loader, and various attachments, scissor lift, and boom lift]. Oversees the disposal of property and furniture surplus following university policy.

Coordinates with Campus Technology Director to design and implement modifications or expansions of the computer LAN network in fiber optics and CAT5E cable.

15% Supervision



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## **Position Job Duties**

Provides supervision for Physical Plant Local 6070 members. Understands and ensures compliance with regulations, codes, and Crafts and Trades Union Collective Bargaining Agreement. Coordinates all hiring and ensures trainings are completed. Sets the work schedule and assigns project lists to ensure routine maintenance of equipment and facility is performed and monitors results for quality assurance. Trains staff on safety protocols, lock-up procedures and maintenance repairs, snow and ice removal from sidewalks, roads, parking lots, and upkeep of lawns and landscaping. Conducts annual evaluation of Crafts and Trades Local 6070 members. Communicates with the College Director, Administrative Services Director, UA HR Labor Relations and Local 6070 Union for employee issues and provides disciplinary actions, when needed. Recommends and arranges for professional development and certification upgrades of maintenance personnel. Approves time sheets, annual leave and sick leave requests.

### 10% Environmental Health & Safety and Code Compliance

Ensures compliance with federal, state, and local codes and regulations for: septic systems, fire systems, occupancy ratings, facility safety codes and licensing, including OSHA, HAZMAT, and ADA codes. Ensures a plan is in place for disaster response. Responds to all hazards throughout campus. Independently respond and coordinate resolution to occasional emergencies (i.e. disaster declarations) involving multiple agencies. Assists with risk management to address any loss prevention or accidents.