NOTICE OF VACANCY

Position: Director of Physical Plant Operations

Qualifications:
• Honesty and integrity;
  Experience in physical plant administration, preferred;
  Managerial experience in team building and leadership;
• Associates degree preferred and/or working towards degree;
• Experience in developing and managing budgets;
• Effective written and oral communication skills;
  Computer skills required

Responsibilities:
• Reports directly to the President;
• Manages the overall operations of the physical plant department including: the performance of maintenance and custodial tasks, design, and construction of renovations, and reviewing contracts;
• Oversight of physical plant operations of McAlester campus and Antlers facility;
• Coordinates the purchase of necessary supplies, equipment and services from appropriate sources and maintains proper inventory control;
• Responsible for physical plant budget;
• Provides administrative and technical direction and supervision to department staff in completing work assignments;
• Plans and delegates major project assignments to supervisory staff; determines building and maintenance priorities of significant scope;
• Ensures proper upkeep of facilities to include ventilation, lighting, cleanliness, sanitation, general appearance of buildings/grounds, and emergency situations affecting the campus;
• Ensures compliance with hazardous materials disposal regulations and all environmental, health, and safety programs;
• Develop and maintain an annual maintenance plan;
* Other duties as assigned.

Salary: Commensurate with education and experience

Inquiries: Dr. Stephen E. Smith, President – 918.465.1723

Application: Submit an application letter, current Eastern employment application, transcript(s), and resume to:

  Joyce Bills, Human Resources
  1301 West Main
  Wilburton, OK  74578

  E-Mail: jbills@eosc.edu
  Fax:     918.465.4421

Closing Date: Employment application materials will be accepted through May 6, 2016

Employment Date: July 1, 2016

Eastern Oklahoma State College is an Equal Opportunity Employer (EOE)
And
Affirmative Action Employer (AAE)