

Senior Director of Plant Operations and Logistics

JOB DESCRIPTION

Position Description: Reports to the Vice President for Finance & Administration and responsible for the overall oversight of college property, including supervision and maintenance of Stillman College facilities.

- Directs the units of building and maintenance, custodial services, landscape and grounds.
- Manages the use and conservation of energy.
- Oversees the use and maintenance of College vehicles.
- Insuring proper functioning of campus systems, i.e. power and climate controls.
- Ensures the compliance with risk management requirements of the insurance carrier.
- Ensures proper maintenance of all campus and off campus properties.
- Employs and trains relevant personnel.
- Confirms set-up for all campus events.
- Assumes all other duties as assigned by the Vice President for Finance and Administration.

EDUCATION AND EXPERIENCE:

Bachelor's degree preferred but not required. Three to five years of progressive management experience in Facilities Maintenance, Construction Management and/or related experience required.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong customer service orientation in keeping with the philosophy of the College.
- Excellent verbal and written communication skills.
- Skills in areas of HVAC, carpentry, or plumbing are preferred.
- Must be proactive in problem solving.
- Proficient use of Microsoft Office Suite (Excel, Outlook, Word, etc.)

TO APPLY:

Please send by email to kstephens@stillman.edu and lgoins@stillman.edu PDF files of: (1) A cover letter addressing the candidate's interest in and qualifications for the position; (2) Resume; and (3) completed Stillman Employment Application (available for download at <http://www.stillman.edu>) under "Quick Links" at "Employment".