



# WESTMONT

**Manager of Physical Plant Office Operations, Department of Transportation (Full-time; 40 hrs/week; 12 months)**

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## **Physical Plant**

**Position Summary:** Manages administrative and financial operations for the Physical Plant and Transportation Departments, serves as the student employment coordinator and is a primary point of contact for faculty, staff, students, and campus visitors needing access to the services of the Automotive, Custodial, Grounds, Public Safety, Transportation, and Trades Departments.

**Qualifications:** Requirements include: college graduate with minimum of 5 years related work experience; general knowledge of facilities management terms, tools, and standard practices; demonstrated ability to effectively manage full and part-time employees, including students; demonstrated financial management ability with a good working knowledge of expense and reporting software and Microsoft Office Pro Programs; well-developed verbal, written, and interpersonal skills using tact and diplomacy. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations is required. Additional requirements include: must be able to effectively and collaboratively interact with staff, faculty, and students as well as consultants, vendors and contractors and be motivated to work in a service environment proactively seeking opportunities for improvement; ability to serve others while maintaining focus on details and meeting deadlines in an environment characterized by constant interruption; demonstrated effectiveness in working independently and juggling multiple projects; demonstrated technical skills using MS Office Suite and software for web page maintenance; ability to establish and maintain cooperative relationships with others; ability to maintain a warm and professional manner with a positive customer service mindset; ability to maintain the highest level of integrity and work with sensitive and confidential information.

## **Responsibilities:**

### **Administration**

- Central position in daily operations management of seven departments. Helps to coordinate appropriate responses to requests for services, emergencies and major events.
- Observes and evaluates operations & processes such as work routing and methods of accomplishing tasks.
- Suggests solutions and alternatives for the provision of new services or to improve current services.
- Monitors work order and preventive maintenance software program for proper routing, delays, incomplete work.
- Develops and administers ways to evaluate customer satisfaction levels of Physical Plant services.
- Hires, trains, supervises, directs work of student employees in Administration area.

- Acts as point of contact with Business Office regarding budgets, expense reporting, journal entries, etc. Assists the Director in data collection for the preparation of monthly operations reports.
- Acts as the point of contact with IT department regarding software and hardware needs, problems, and solutions.
- Maintains monthly utility usage data and, in conjunction with Director, analyzes usage.
- Offers leadership, consultation and implementation guidance on department special projects.
- Provides troubleshooting, problem solving and ensures good communication on special projects.

## **Transportation**

- Oversees administration of vehicle fleet maintenance and equipment repairs to ensure services are provided to the campus community.
- Works with staff mechanics of the repair facility to ensure repair and preventative maintenance scheduling of college owned or leased vehicles is timely and comprehensive.
- Works with Director to make annual vehicle replacement plan recommendations.
- Ensures all repair facility work is compliant with Federal, State local code requirements.
- Manages auto mechanic.
- Responsible for all aspects of the vehicle pool operations to include:
  - ensuring clean, well-maintained vehicles are provided to college departments and individuals in an easily reservable, timely, courteous manner.
  - day-to-day reservations management
  - billing chargebacks
- Responsible for all aspects of the Dial-a-Ride (“The 955”) services to students to include:
  - ensuring a reliable, attuned service is provided to students utilizing clean, well-maintained vehicles
  - Student Driver hiring, training, scheduling
  - Rides reservations systems management
- Manages the Shuttle Manager/Golf Cart mechanic

**Physical Demands:** 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 disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear, sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee is occasionally required to stand and stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 50 pounds if a tire must be changed on the vehicle. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving

mechanical parts and may occasionally be exposed to fumes or airborne particles and toxic or caustic chemicals such as gasoline. Also may intermittently be exposed to outside weather conditions. The noise level in the work environment is usually moderate, but can become loud depending

Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration,

**Reports to:** Director of Physical Plant

**\* Pay Range:** \$22.07/hr - \$30.35/hr

*\* The pay range posted for this job opening reflects what Westmont College reasonably expects to pay for this position at the time of posting. Actual compensation will vary based on relevant factors such as work experience, education, training, skill level, and market conditions.*