Director of Custodial and General Services
Pittsburg State University

Pittsburg State University invites applications for the position of Director of Custodial and General Services.

**Position Summary**

The Director of Custodial and General Services is responsible for all aspects of administrative services, boiler room, custodial services, general services, storeroom and vehicle maintenance for the Physical Plant. This includes services provided to all areas including academic and administrative buildings, stadium and auxiliary buildings on campus. This position, reporting to the Vice President for Administration and Campus Life, is responsible for contributing to fulfillment of the mission of the Physical Plant, which is to support and contribute to the educational process by maintaining an environment in which teaching, research, and service to the community can be achieved effectively and efficiently.

**Position Responsibilities**

- Lead, manage and supervise all departmental personnel and services to ensure that University facilities, steam generation devices, and motor pool vehicles are maintained in a manner which provides a clean and safe environment with properly functioning equipment. Develop departmental procedures and policies that address these objectives, direct the priorities for work assignments (both regular and special duties), prepare for the mobilization of equipment and personnel in support of events on campus, and insure the quality of work performed.
- Provide an effective staff structure by hiring qualified applicants, training employees to standards, supervising the performance of departmental tasks, evaluating employee performance, and directing corrective measures to be taken when necessary. Coordinate essential personnel management services for custodial and general services personnel such as maintaining appropriate supervisory records, addressing or referring employee grievances as appropriate, remaining knowledgeable of and enforcing collective bargaining agreement provisions, reviewing and approving employee requests for vacation, sick leave, and other excused periods away from work, and completing employee performance evaluation process.
- Ensure that custodial and general services meet the needs of the university by developing and implementing strategic plans for purchase and replacement of equipment, appropriate staffing levels, training and development of departmental staff, delivery and set-up services throughout campus, collecting and transport of recyclable materials, and stocking necessary stores and supplies.
- Advise senior administration regarding the general condition and cleanliness of University facilities and proper functioning of equipment by conducting regular inspections, reviewing condition reports from supervisors, and submitting appropriate reports and documents as needed.
- Effectively manage funds by preparation of the annual operating budget for the custodial and general services department and monitoring expenditures throughout the year.
- Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development activities, and attending training and/or courses as required.
• Contribute to the overall success of the department, division, and university by performing other duties and responsibilities as assigned. Serve on various university committees, work closely with the Director of Building Trades and Landscape Maintenance, and collaborate with staff of the central office of the Kansas Board of Regents and colleagues at the other Regents' institutions on initiatives of mutual importance.

Qualifications of Successful Candidate

Minimum: Bachelor’s degree in a relative field with at least seven years of supervisory/management experience.

Preferred: Experience in a higher education setting.

Salary:

The salary is competitive and commensurate with qualifications and experience. This is a full-time, 12 month unclassified staff position.

Background Checks Required:

A criminal background check is required.

Application Process:

Interested candidates should submit in electronic format (MSWord or PDF format) a letter of interest, full resume/curriculum vitae, and contact information of at least five references addressed to Dr. Steven Erwin, Search Committee Chairperson.

Credentials should be emailed to: swhelonik@pittstate.edu

Application Deadline:

Review of applications will begin immediately and will continue until the position is successfully filled. For full consideration, all application materials should be received by March 27, 2015.

Additional Information

Pittsburg State University is an accredited, comprehensive, state-supported institution in southeastern Kansas, enrolling approximately 7,200 students. The institution has Colleges in the fields of Arts and Sciences, Business, Education, and Technology. For more information see: http://www.pittstate.edu. Pittsburg has a population of approximately 19,000 residents is located in southeast Kansas, about thirty miles from Joplin, Missouri, which has a metropolitan area population of about 60,000 residents. Kansas City is located 120 miles north; Tulsa, Oklahoma is 125 miles southwest; Wichita is 160 miles west; and Springfield, Missouri is 95 miles east. Air Travel is through Joplin Regional Airport, NW Arkansas Regional Airport, or Springfield Airport. For more information see: http://www.pittks.org.

Pittsburg State University is an Equal Opportunity/Affirmative Action employer.