

Position: Director of Plan Operations

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as March 1, 2025.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

Job Summary: This position is responsible for managing the Plant Operations Department, including daily maintenance, budget management, staff oversight, goal setting, and overseeing construction and renovation projects. The role also supports long-term facility planning and the Campus Master Plan.

Key Relationships: Works with Plant Operations staff, building managers, university and local community members.

Staff Authority: Manages approximately 15 employees, including assistant director, office manager, lead custodian, and grounds/maintenance staff.

Budget Authority: Assists in developing and managing the department's operating and capital budgets, ensuring compliance with university policies.

Physical Conditions: 50% indoor, 50% outdoor. Involves standing, walking, reading plans, light construction, and some lifting. Hands-on position.

Hazards/Conditions: May work with chemicals, at heights, or with power tools/equipment.

Equipment: Vehicles, mowers, mechanical tools, etc.

Work Schedule: Typical hours are 7:30 am - 5:00 pm, with weekend and night shifts as needed, including early morning snow removal. On-call responsibilities included.

Travel: Minimal, mostly within the city for meetings and tasks. Occasional out-of-town travel for project information and professional development.

Essential Duties:

1. **Campus Maintenance & Appearance**
2. **Staff Scheduling & Training**
3. **Goal Setting & Planning**
4. **Budgeting & Compliance**
5. **Project Management**

Required Qualifications:**Education & Experience:**

- **Required:** Associate's degree in management or related field and 5 years of plant operations management experience.
- **Preferred:** Bachelor's degree and more than 5 years of experience, including construction project management.

Certifications:

- **Preferred:** General Contractor's License.

Skills & Abilities:

- Ability to understand and support the university's mission.
- Quick learner with good organizational skills.
- Ability to lead, hire, and train staff.
- Knowledge of building codes and safety regulations.
- Proficient with software like Word, Excel, Visio, and construction-related tools.
- Strong communication, time management, and interpersonal skills.
- High level of honesty, integrity, and work ethic.

Salary and Benefits: Salary based on experience, with full-time employee benefits.

Additional Information: A more detailed job description will be provided at the time of interview.

This is a full-time, exempt position. This role requires leadership and strong organizational skills.