

# Southeastern Illinois College

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## Assistant to Director of Environmental Services

(Full-time position)

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DIVISION:	Environmental Services
LOCATION:	Campus
REPORTS:	Executive Dean of Administrative Services
BOARD APPROVED:	March 21, 2017
REVISION:	

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**POSITION SUMMARY:** The Assistant to Director of Environmental Services is responsible for ensuring a safe and well-maintained environment at the Southeastern Illinois College main campus, as well as the SIC extension sites. Services include buildings, grounds, transportation and event set-ups, all delivered with an emphasis on customer service. Must be knowledgeable in life safety, applicable construction, building, and maintenance codes to perform the duties of this position. Requires the ability to exercise sound independent judgment, make objective and ethical decisions as well as manage and impart information to a wide-range of clientele. This position is also subject to the successful completion of a criminal background check and possession of a valid driver's license.

### ESSENTIAL RESPONSIBILITIES:

1. Assist in maintaining daily operations for the physical plant functions of the college which includes HVAC, electrical, plumbing, carpentry, painting, roofing, access control, locks and keys, general maintenance, drainage, grounds upkeep and landscaping
2. This position will assist the Director of Environmental Services with monitoring night and weekend facility operations and is ineligible for the reduced work schedules during summer session
3. Supervise, **evaluate and discipline** environmental services part time employees, student workers, and state and local volunteer working groups
4. **Supervision shall entail the assignment and monitoring of work; the direction of staff; and the approval of time off requests**
5. **Participate in and effectively recommend the employment of environmental services part time employees and student workers**
6. Assist with information and training sessions for all staff relating to compliance and good practice in environmental and workplace safety matters
7. Knowledge of OSHA rules and regulations for disposal of hazardous materials
8. Perform programming and monitoring of climate control software and programs
9. Maintain facility in a safe, secure and operational state
10. Assist with development and management of programs and schedules for standardized and preventative maintenance procedures, equipment, and energy conservation
11. Ensure compliance with applicable building safety codes and compliance with all OSHA rules and regulations
12. Maintain blueprints and specification files for buildings, systems, and major equipment
13. Meet all maintenance and service deadlines for equipment, machinery, and systems

14. Advise or respond to campus emergencies, including equipment breakdowns, malfunctions and fire and alarm calls
15. Address complaints from faculty, staff, and public to resolve problems and/or issues
16. Technical knowledge and troubleshooting skills working with HVAC systems, refrigeration, computerized climate control systems, plumbing, electrical, drainage systems, environmental control and other building related controls and/or systems
17. Assist Director of Environmental Services in meeting deadlines for proposals, reports, and surveys
18. Analyze and solve problems regarding constructions and/or repair projects
19. Must be highly self-motivated, detailed oriented and positive thinking
20. Ability to work under pressure and multi-task
21. Excellent organizational skills and the ability to communicate with others
22. Attendance and completion of all required regional, state, and local conferences as needed

**Risk management responsibilities and duties:**

- Inspect all transportation equipment for proper condition and safety;
- Assure that maintenance procedures are properly followed;
- Examines College transportation on a regular basis for needed repairs and maintenance;
- Ensure proper disposal of hazardous materials, tires, and fluids;
- Maintains a file for regular routes and extracurricular activities;
- Maintains drivers inspections sheets;
- Reports potential risk exposures to the Director of Environments Services;
- Knowledge of OSHA rules and regulations for disposal of hazardous materials;
- Maintain facility in a safe, secure and operational state;
- Ensure compliance with applicable building safety codes and compliance with all OSHA rules and regulations;
- Advise or respond to campus emergencies, including equipment breakdowns, malfunctions and fire and alarm calls;
- Monitor compliance with College rules and regulations;
- Inspect maintenance equipment for proper condition;
- Assure that maintenance procedures are properly followed;
- Examines College buildings on a regular basis for needed repairs and maintenance;

- Assures boilers are inspected per Illinois Law;
- Maintain boiler and related piping, unit heaters, vents, and other related equipment;
- Ensure proper disposal of hazardous materials;
- Maintain a file for MSDS on the hazardous materials handled by maintenance/janitorial staff;
- Supervise repair and maintaining of electrical wiring and switches as needed;
- Supervise the installation and repair of interior and exterior doors, locks, closures, and panic bars;
- Supervise the replacement of interior and exterior glass or windows as needed to insure the safety of all personnel and students;
- Maintain and keep in safe conditions all recreation areas equipment, boundary fences, guardrails, emergency lights and bleachers;
- Assist with the supervision and removal of snow from sidewalks and designated functional areas to protect against injury and liability;
- Knowledge of OSHA rules and regulations for disposal of hazardous materials;
- Maintain facility in a safe, secure and operational state;
- Work with Director to ensure compliance with applicable building safety codes and compliance with all OSHA rules and regulations;
- Assist Director in advising or responding to campus emergencies, including equipment breakdowns, malfunctions and fire and alarm calls;
- Work with the Director in order to coordinate routine inspections, and to coordinate all necessary paperwork associated with inspections and routine maintenance projects;
- Assist Director with monitoring compliance with College rules and regulations;
- Assist Director with monitoring compliance with state and federal law;
- Assist Director with fire and safety procedures;
- Assist Director with disaster drills as necessary.

**EDUCATION:**

Associate Degree in Engineering, Industrial technology, Architecture, Facilities Management, or other related field is preferred. Must possess a minimum of six years related experience.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMUNICATIONS SKILLS:**

Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position. Ability to read and interpret manuals and procedure reports.

**REASONING ABILITIES:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained.

**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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to fingers, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/ or remove up to 50 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception.

Physical demands for mobility are walking to visually inspect buildings and grounds to include mechanical spaces, fields, roofs, crawl spaces, visually inspecting and monitoring campus grounds and/or equipment.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties a professional attitude and proper office protocol is required for this position. The employee may work outdoors during inclement weather, cold and/or heat, and during day and night time hours.

Performs all other duties and responsibilities that may be assigned by the Director of Environmental Services, or the Executive Dean of Administrative Services.