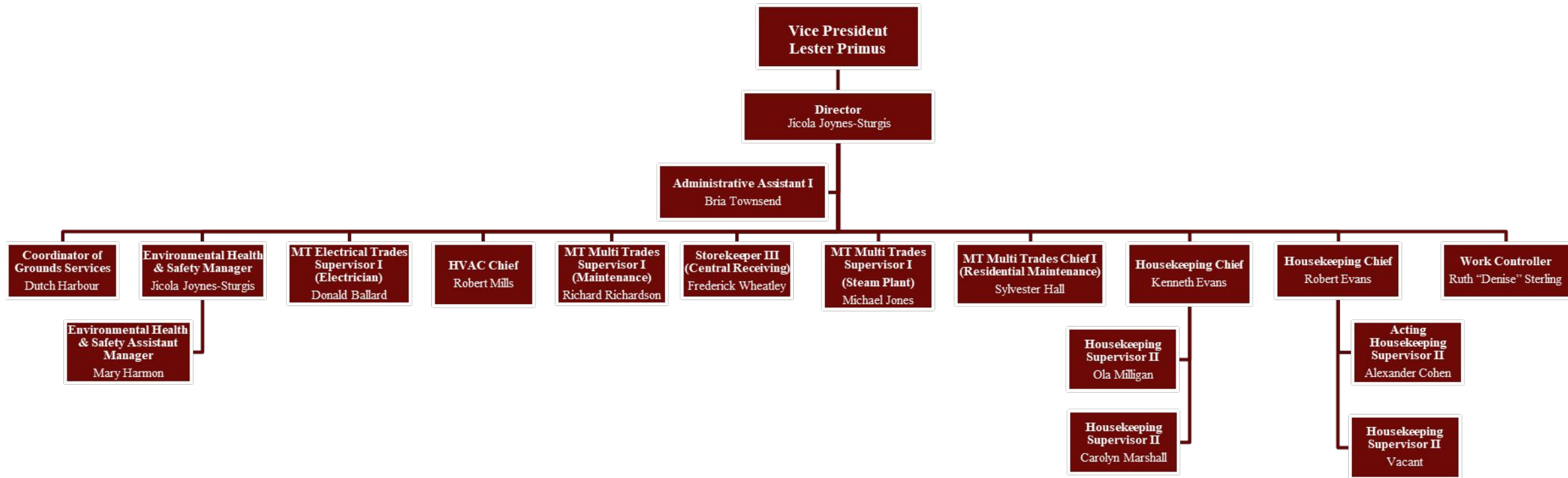


PHYSICAL PLANT DEPARTMENT



PRIMARY DUTIES

Jicola Joynes-Sturgis, Director

- Oversee the budget concerns, policy development, employee relations, and customer service involving the Physical Plant
- Oversee operation projects supervised by Physical Plant supervisors
- Provide guidance and assistance on projects and overall operations

Bria Townsend, Administrative Assistant I

- Develops, implements, and maintains paper and electronic filing systems which meet department needs and satisfy requirements for retention and information security
- Assists in preparing and administering department budget by updating accounts and running periodic reports, and completing the visa statement logs as well as other KFS system entries
- Instructs the driver training class for using state vehicles

Dutch Harbour, Grounds Supervisor

- Supervises grounds maintenance activities including cultivating, planting, watering, fertilizing, weeding, mowing and/or pruning lawns, gardens, shrubs, and trees; completes all trash removal for the university beginning on campus and ending at the local landfill.
- Inclement weather preparation and management with the assistance from the other Physical Plant departments.
- Ensures the operational readiness and safety of equipment such as mowers, tillers, sweepers, snow blowers, edgers, shovels, and small vehicles. Performs routine assembly, cleaning and maintenance of equipment as needed.
- Assists with recycling and trash removal needs on campus.

Jicola Joynes-Sturgis, Environmental Health & Safety Manager/Motor Pool

Environmental Health & Safety

- Oversee the life safety components for the university to include emergency lighting, and alarm and fire suppression systems, and keeping the university in compliance with such state and federal guidelines
- Supervise the university staff regarding all EHS topics such as biological and chemical waste, asbestos, lab waste containment, and recycling program efforts when applicable.
- Management of other programs and processes as assigned by the director such as pest control services, elevator service, and air quality factors

Motor Pool

- Supervises the daily operations of the shop; determines work priorities, plans, schedules, assigns and reviews work
- Requisitions, stores, safeguards, distributes and supervises the proper use of equipment, materials, tools, replacements parts, fuels, oil, greases, tires, and other supplies
- Manages the daily state vehicle, EZ pass, and fuel usage while also scheduling university shuttle trips and the weekday/weekend shuttle transportation services, and completes internal billing for state vehicle usage

PRIMARY DUTIES

Mary Harmon, Assistant Environmental Health & Safety Manager

- Assists with overseeing the life safety components for the university to include emergency lighting, and alarm and fire suppression systems, and keeping the university in compliance with such state and federal guidelines
- Assists with supervising the university staff regarding all EHS topics such as biological and chemical waste, asbestos, lab waste containment, and recycling program efforts when applicable
- Instructs driver training classes for the university staff for the usage of State vehicles

Donald Ballard, Electrical Trades Supervisor I

- Plans, organizes, assigns, and reviews the technical maintenance work and installation services rendered by unskilled, semi-skilled, and skilled workers assigned to multi trade work team(s); maintains and troubleshoots all electrical components as well as performs electronic setups for events and troubleshoots many alarm system issues
- Performs estimates of time, labor, and materials to be used on assigned projects.; prepares contractual specifications for construction, renovation, or overhaul work to be done by outside contractors
- Assists in budget projections, budget preparation and departmental planning for area of responsibility, and makes recommendations regarding work that falls outside the scope of the shop and suggests alternatives for timely and appropriate completion

Robert Mills, HVAC Chief

- Organizes, assigns, and coordinates the technical maintenance work and installation services rendered by HVAC Mechanics, Plumbers, and other skilled, semi-skilled, and unskilled workers
- Performs estimates of time, labor, and materials to be used on assigned projects.; prepares contractual specifications for construction, renovation, or overhaul work to be done by outside contractors
- Assists in budget projections, budget preparation and departmental planning for area of responsibility, and makes recommendations regarding work that falls outside the scope of the shop and suggests alternatives for timely and appropriate completion.; also assists on the mechanical engineering and software system components attached to HVAC systems

PRIMARY DUTIES

Richard Richardson, Multi Trades Supervisor I (Maintenance)

- Plans, organizes, assigns, and reviews the technical maintenance work and installation services rendered by unskilled, semi-skilled, and skilled workers assigned to multi trade work team(s)
- Performs journey level work in the assigned trade; troubleshoots problems and performs maintenance and repairs
- Prepares estimates of time, labor and materials; prepares bills of materials; ensures that assigned projects adhere to time and cost estimates; monitors work on site and notifies supervisor of problems, scheduling or deadline issues

Frederick Wheatley, Storekeeper III

- Receives, stores, and distributes supplies, materials, and equipment; ensures policies, procedures, and assignments are followed for the Procurement and Comptroller processes
- Central station for all procurement processes within the Physical Plant; begins and manages the purchase orders, requisitions, bid packets, and equipment tag system
- Receives and distributes all FedEx and UPS packages for the university and manages the propane and fuel deliveries for the university as well as temporary storage units

PRIMARY DUTIES

Michael Jones, Multi Trades Supervisor I (Steam Plant)

- Organizes, assigns, and coordinates the technical maintenance work and installation services rendered by skilled, semi-skilled, and unskilled workers assigned to a multi-trade work team.
- Maintains boilers and furnaces in a boiler plant; has charge of the operations and maintenance of a boiler plant facility and is responsible for safe and efficient operation of equipment.
- Prepares estimates of time, labor and materials; prepares bills of materials; ensures that assigned projects adhere to time and cost estimates; monitors work on site and notifies supervisor of problems, scheduling or deadline issues.

Sylvester Hall, Multi Trades Chief I (Residential Maintenance)

- Organizes, assigns, and coordinates the technical maintenance work and installation services rendered by skilled, semi-skilled, and unskilled workers assigned to a multi-trade work team
- Performs journey level work in the assigned trade; troubleshoots problems and performs maintenance and repairs
- Prepares estimates of time, labor and materials; prepares bills of materials. Ensures that assigned projects adhere to time and cost estimates. Monitors work on site and notifies supervisor of problems, scheduling or deadline issues

Kenneth Evans, Housekeeping Chief (Dayshift)

- Supervises and coordinates cleaning activities ensuring housekeeping quality standards are maintained; determines work priorities, plans, schedules, assigns and inspects work; trains and evaluates assigned personnel
- Distributes, relocates, and stores property, equipment, and supplies; prepares office furniture and equipment for moving, storage, and disposal; completes event setups and breakdowns
- Completes uniform ordering for the Physical Plant

PRIMARY DUTIES

Robert Evans, Housekeeping Chief (Nightshift)

- Supervises and coordinates cleaning activities ensuring housekeeping quality standards are maintained; determines work priorities, plans, schedules, assigns and inspects work; trains and evaluates assigned personnel
- Distributes, relocates, and stores property, equipment, and supplies; completes event setups and breakdowns

Ola Milligan, Carolyn Marshall & Alexander Cohen, Housekeeping Supervisors II

- Supervises and coordinates cleaning activities ensuring housekeeping quality standards are maintained
- Supervises cleaning activities in assigned areas including washing furnishings, windows, tile, fixtures, equipment and floors; vacuuming, dusting and polishing specified areas and/or furnishings; sanitizing and disinfecting bathroom areas
- Supervises the removal and transport of refuse from assigned areas to appropriate disposal location

Ruth “Denise” Sterling, Work Controller

- Schedules and coordinates flow of work to expedite production. Distributes work orders to functional units; confers with unit supervisors to determine work status and to coordinate work of various units to accomplish work sequentially
- Reviews work orders for validity, accuracy, justification and feasibility. Also, compiles tool inventory system for Physical Plant employees and performs in-house inventory audits
- Utilizes manual and/or automated work control systems to process maintenance work orders; TMA Systems