

## Prairie View A&M University Position Description

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

### Employee Details

Employee First Name                      Richard  
Employee Last Name                      Norton  
Employee UIN                                301006798

### Position Title

Classification title:                      Assistant Vice President for Physical Plant  
Title Code:                                 9192  
Job Category:                              Staff  
FLSA:                                        Exempt  
Minimum Salary (Applicant View):  
Salary Range:                              Not Specified

### Minimum Education Requirements:

### Minimum Experience, Knowledge, Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Required Certification(s)/License(s) -  
List name and level of certification  
(s)/license(s):

### Position Details

#### Date of Hire:

#### Job summary/basic function:

The Assistant Vice President of the Physical Plant Administration will direct and manage the total operations of the managers and directors under their supervision. The AVP will have direct responsibility for the general administration of the entire Physical Plant. This position will defend and protect the assets of the State of Texas while at the same time providing a safe and professional atmosphere to learn and work.

#### Proposed New Title:

Use only if '0000-Unclassified' was selected on previous page.

PIN #: NEW  
 If PIN # does not exist, please type in NEW.

Final Approved Salary: \$95,000.00

Job Category: Staff

Pay rate:

College/Division or Department: Physical Plant Administration

Location: Physical Plant Administration

Primary Purpose of Position  
 Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences)  
 The Assistant Vice President of the Physical Plant Administration will direct and manage the total operations of the managers and directors under their supervision. The AVP will have direct responsibility for the general administration of the entire Physical Plant. This position will defend and protect the assets of the State of Texas while at the same time providing a safe and professional atmosphere to learn and work.

Minimum Education Requirements: Bachelors Degree in Engineering

Area of Study:

Preferred Education Requirements:

Preferred Education Requirements:

Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities? Yes

If yes, please describe: Professional Development courses designed to remain current with industry standards.

Minimum Experience, Knowledge, Skills & Abilities:  
 Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.  
 Institutional building maintenance experience and progressive experience in management and administrative functions, policies and procedures

Preferred Experience Requirements: 3 years supervisory experience, professional engineer license

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Ability to plan and organize the work of a large group of skilled and unskilled workers. Good knowledge of State, System and University administrative policies and procedures. Ability to effectively delegate responsibility, cooperate and work effectively with administrators, faculty, staff and students.

Verbal Skills: Excellent

Written Skills: Excellent

Computer Skills: Excellent

Required Certification(s)/License(s):  
 (Please list name and level of certification(s)/license(s).) Professional Engineer License

Department: Physical Plant Administration

Creator: Paula Sandles

Creator's Phone/Extension: 936-261-2152

Creator's PVAMU Email: pgsandles@pvamu.edu

Supervisor's Name: Mary Lee Hodge

Supervisor's Title: Vice President for Business Affairs

Supervisor's Phone/Extension: 936-261-2150

Supervisor's PVAMU Email: mlhodge@pvamu.edu

Search Committee:

**Search Committees are required for all positions of director level or higher, tenure and tenure track faculty positions.**

Please list each member of the Search Committee, including the Search Chair. List each member's Professional Area/Department, Gender and Ethnicity.

Names will be provided via email.

Faculty Search Committees should consist of a minimum of 5 committee members.

Please list any questions you would like to ask all applicants who apply to this posting:

Minimum screening questions, etc.

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)

Hodge, Mary Lee  
Sandles, Paula

Please list any other advertising sources you would like to use:

Public employment search firm

Department Comments:

**Job Duties**

Percent of Duty Total: **100**

**6 Records**

% of Time	Responsibility / Duty	Essential Function
25	Responsible for the general administration and oversight of all physical plant programs and support systems. To include but not limited to power plant operations, utility systems, construction and planning, maintenance operations, water/waste water operations, air conditioning, plumbing, grounds, custodial services, streets/roads maintenance and sidewalks maintenance. Primary administrator responsible for the operation of the Transportation Center	Essential

and senior administrator tasked with assisting in the development and structure of campus master plant program. Provide leadership to managers/directors and coordinate their efforts in managing about 135 craftsmen and workmen of various skills and duties.

- 20 Review and approve all required administrative documents for departments and manage operating budget. Establish and monitor inventory controls of supplies, materials and equipment used in the departments. Interact with faculty, staff and students in providing the best and most comfortable facilities and surroundings. Essential
- 20 Review Physical Plant projects and programs. Evaluate projects and determine the proper Physical Plant department to handle projects. Essential
- 15 Directly supervise and review the activities of managers, directors and clerical staff. Essential
- 10 Establish short and long range priorities and goals on maintenance programs for buildings, their equipment and utilities. Review preventative maintenance programs for efficiency and updating. Provide for timely replacement of equipment. Essential
- 10 Monitor and administer contracts. Serve as Accountable Property Officer Perform other duties as assigned. Essential

**Working/Env Conditions**

Working Conditions: Work involves some exposure to moderate risk of accident and requires following basic safety precautions.

Briefly describe examples of the typical work environment: Office work with some exposure to outside/unpleasant conditions.

Typical Physical Demand: Position requires occasional or frequent moderate physical activity.

Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities: Physical activity will vary depending on projects and/or review of projects.

Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.): M-F, 8-5

Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. **(All positions may require some evening and weekend hours.)** Some nights and weekends necessary. Position is on-call 24/7.

Do the duties described in this questionnaire generally require travel outside the area? Yes

If yes, please explain the purpose and the frequency of the travel: Travel for classes, special meetings, etc.

List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment: Computer, fax, phone, various special tools and equipment.

**Competencies & Relationships**

Develops strategic direction, goals, plans and policies for an area of

Independent Judgment/Problem Solving:	responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.
Impact of Decisions: Inside Department:	Major
For this position, briefly describe examples of typical and key decisions that have impact within the department:	Decisions on how projects are divided among the Construction & Planning department and Building Maintenance has an impact on the revenues of each of the departments.
Impact of Decisions: Outside Department:	Major
For this position, briefly describe examples of typical and key decisions that have impact outside the department:	User departments will be affected by the Director's decisions.
Impact of Decisions: Outside University	Major
For this position, briefly describe examples of your typical and key decisions that have impact outside the University:	The Director will determine whether a project can be handled in-house or by an outside contractor.
Leadership/Supervisory Responsibilities: what is the nature and degree of the direct supervisory responsibility in this position based on actual duties?	Director of more than one department
<b><u>Click Here</u></b> for definitions.	
List number of students that directly report to this position:	0
List number of employees that directly report to this position:	5
List number of students that indirectly report to this position:	5 or more
List number of employees that indirectly report to this position:	150+
If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities:	<ul style="list-style-type: none"> <li>Recruits, screens, and interviews candidates</li> <li>Approves candidates for hire</li> <li>Conducts training of others</li> <li>Conducts performance appraisals</li> <li>Recommends salary actions</li> <li>Recommends termination of employees</li> <li>Recommends candidates for hire</li> <li>Assigns tasks or responsibilities to others</li> <li>Monitors work performance</li> <li>Administers disciplinary action</li> <li>Approves salary actions</li> <li>Approves termination of employees</li> </ul>
Personal/Organizational Contacts:	<p>Regular and substantial contact with others. Contacts usually involve discussions related to policies and programs and may include proposal or grant writing, negotiation with vendors, solicitation of financial donations for the University, and the like. Handles sensitive, complex, and/or confidential information.</p>

If contact with others is a routine function of this position, list and explain the contacts for this position both inside and outside PVAMU. Do not list contacts with supervisors, co-workers, and subordinates within the department.

Regular contact with outside contractors to determine scope of work or receive updates on progress of work.

List persons or organizations, purpose, frequency of contacts, and whether the contacts are internal or external to PVAMU.

Customer Service Relationships:

Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. May troubleshoot and resolve highly sensitive/confidential issues. Identifies barriers to effective customer service and sets customer service standards. Establishes customer feedback system and holds self accountable for customer service excellence within the department.

Work Complexity:

Tasks and responsibilities require integration of diverse functional areas and involve variables that are more abstract. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

For this position, describe the nature and variety of the most complex, yet typical, work process or responsibility:

A typical work process would be construction and planning projects.

Does this position have responsibility for budget, revenues, and/or expenditures?

Yes

If yes, briefly describe the size of the budget, extent of the signature authority (amount approved in each account and number of accounts), and any involvement in the budget process.

\$10m+; position has signature approval authority; position creates budgets.

**SECURITY SENSITIVE POSITION DETERMINATION**

All university positions are classified as security sensitive and are subject to background checks.

**FLSA**

**FAIR LABOR STANDARDS ACT EXEMPTION**

For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed?

Yes

Is the employee paid at least \$23,660 annually (\$455 weekly)?

Yes

If you answered Yes to both questions above, please (1) check the appropriate category on the right, AND (2) check all boxes applicable for the selected category below.

Executive (examples: chief executive officer, controller, vice president, director)

Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise. Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees).  
 Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.

Executive:

Administrative:

Professional:

Computer-Related:

Outside Sales

The salary basis and salary requirements do not apply for this category. That is, this category does not have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed, and this category does not have to be paid \$23,660 annually (\$455 weekly).

Highly Compensated Employees

Start Up

No Records Found

**Budget Information**

Dates of Employment - From:	09/01/2008
Dates of Employment - To:	08/31/2009
Ad Loc. Acct. No.:	110300
Funding Acct. Number(s):	117010
Funding Acct. Title(s):	Plant Support
Employment Type:	Regular F/T
Project Number: (For grant funded positions only)	n/a
If Employment Type above is Grant-Funded, what is the duration in years of this position?	n/a
Number of hours worked per week:	40
Type of Position:	A&P

For new Faculty Positions, please

Indicate the one-time start-up costs to include recruitment, space, lab equipment, office equipment, etc.:

For new Faculty Positions, please indicate recurring costs if any such as travel, journals, etc.:

Percent Effort by Employee: 100

Budget Comments:  
(For Budget/OSP Office Only)

5/14/2009-Budgeted position.  
Position currently budgeted at \$97,745 (da).

**Work Load**

No Records Found

***Approvals:***

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*Date*                      *Employee Signature*

***Human Resources  
Department:***

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*Date*                      *Human Resources Representative*                      *Title*