



Job Posting: Abilene Educational Center (AEC) Physical Plant Supervisor
Date Posted: 22 April 2026
Posting End Date: Until Filled
Projected Start Date: Immediately

Mission & Purpose: The Mission of Cisco College is to provide quality, affordable, educational opportunities to meet the diverse academic, technical and career needs of the students and communities we serve. As a member of the Texas state system of publicly supported institutions of higher education, Cisco College maintains an open-door admissions policy and provides an array of educational programs offered at two primary locations, Cisco and Abilene, in addition to many off-campus sites. Cisco strives for an institutional culture of innovation, collaboration, faculty and staff empowerment and recognition, and an openness to change that underscores our commitment to a shared mission and vision.

Core Values: Cisco College facilitates **student success** by ensuring open-door access to diverse educational opportunities, embracing innovation and best practices, and providing effective student support. Cisco College insists on **excellence** in our programs, instruction, services, management, and learning environment.

Guiding Principles: Learning, Respect, Integrity, Communication, Cooperation, Joy, and Innovation

Role of the AEC Physical Plant Supervisor: The AEC Physical Plant Supervisor is responsible for the daily upkeep and oversight of the plant operation of the Abilene building. Plant operation includes heating and air conditioning systems, plumbing systems, electrical systems, landscaping, custodial duties and other areas of building management.

The AEC Physical Plant Supervisor is expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. The Plant Supervisor will coordinate major repairs and tasks needed with the Cisco Campus Director of Maintenance and Facilities, as necessary.

Responsibilities:

1. Establish procedures and check lists that will provide a daily inspection of the facility and grounds to determine that all facility systems are operating fully and efficiently.
2. Communicate daily with VPI regarding any necessary maintenance or repairs to the facility systems.

3. Provide 24 hour primary contact duties for campus, fire, and alarms. A college cell phone will be provided.
4. Management of HVAC temp control schedules and the campus PDK remote door access schedule.
5. Become knowledgeable of college HVAC, plumbing, electrical system, elevator, and sprinkler system operation.
6. Provide necessary, simple repairs as needed to all facility systems and coordinate repairs with contractors in a timely manner.
7. Provide supervision of the maintenance manager and custodial staff, coordinate their work schedules.
8. Provide direct supervision over any outside contract labor service requests.
9. Supervise and assist with setup/cleanup of events held on campus and other locations.
10. Move, replace and install furnishings throughout campus as requested. Provide support and work closely with IT if equipment is involved.
11. Create a clean and safe storage area where inventory within is organized, disposed of when not needed. Managing all environmental safety regulations.
12. Communicate promptly with all people submitting a computer-generated work order and/or requesting repairs and maintenance and updating the progress of the work performed.
13. Develop a system of ordering necessary supplies and parts to maintain proper building functions and events, including working with vending machine vendors to keep stocked or repaired.
14. Develop and manage M&O budgets. Working closely with VPI and Director of Procurement to keep costs down while following all compliance issues.
15. Work closely with Director of Procurement for equipment, contracts and/or agreements for AEC plant operations as appropriate. Working closely with administration's decision to select appropriate bid.
16. Maintain control of keys for AEC and coordinate with Security to manage camera access and campus Omnilert system.
17. Work with the Dean and Division Chair of Workforce for fleet management schedules.
18. Maintain maintenance vehicle, coordinating with Fleet Manger when needed.
19. Work closely with college students and employees to ensure all are provided with a clean and safe environment in which to learn, study, and work. Alert both when necessary.
20. Assist with custodial work when necessary
21. Other duties may be assigned.

Preferred qualifications:

1. Experience with HVAC, plumbing, electrical systems
2. EPA 608 refrigerant certification
3. Supervising staff
4. Ability to tolerate outdoor heat and cold temps.
5. Ability to lift up to 50 pounds.
6. Work in a team atmosphere.
7. Utilize effective verbal and written communication skills.

For candidates who do not meet the preferred qualifications, a combination of education and related experience in facilities management will be considered.

Posting and Application Details:

The position is based on the Abilene campus. The Plant Supervisor is a full-time, 12-month position.

Cisco College offers a generous benefit package, including comprehensive medical, dental, and vision insurance. Member-only medical coverage and \$5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve-month employees also receive both sick and vacation leave on a month-to-month basis.

Resume packages should be submitted to:

Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
254-442-5121
humanresources@cisco.edu

Resume packages must include all of the following documents within a single pdf file:

Cover letter
Cisco College application
Resume

Cisco College is an Equal Opportunity Employer