Foothill-De Anza Community College District

Associate Director, Facilities and Operations

Department: Plant Services

College: Central Services

Date: July 1997

POSITION PURPOSE

Reporting to the Director of Facilities and Operations. Plan, coordinate and supervise District maintenance and construction activities. Assume responsibility of the Director of Facilities and Operations in his/her absence. Perform related work as required.

NATURE and SCOPE

The Associate Director supervises the activities of the campus maintenance coordinators, skilled craftsmen and office staff.

KEY DUTIES and RESPONSIBILITIES

1. Supervise the activities of campus maintenance coordinators, skilled craftsmen and office staff, including active involvement in, and responsibility for, hiring, training, promotion, appraisal and disciplinary actions.

2. Supervise and confer with maintenance personnel regarding methods and procedures of work, and supplies and equipment requirements.

3. Ensure appropriate response to users' needs, and budget limitations.

4. Design, maintain and provide continual improvement of a computerized work order and charge-back system.

5. Assist in overall planning and decision-making for maintaining the safety, utility and appearance of the facilities of the District.

6. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment by enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

7. Prepare, submit and review construction project and maintenance cost estimates.

8. Review architectural drawings for errors, omissions and problems, and design changes to correct and improve.

9. Assign approved work orders to appropriate crafts, such as carpentry, plumbing, heating, ventilating, electrical, air conditioning and auto mechanics. Inspect completed work.

10. Monitor routine and major construction projects, maintain schedules for construction projects, and initiate schedule changes as necessary. Direct and review the work of architects and other consultants.

11. Ensure work accomplished complies with current building codes and construction, and safety laws and regulations.

12. Act as owner's liaison to architects, engineers and outside contractors. Procure, supervise and coordinate outside contractor activity.

13. Approve contractor work and authorize payment; assist Material Services in obtaining formal bids.

14. Approve payment for outside contractors and material.
15. Recommend policy, personnel and procedural changes.

16. Assist in planning for present and future use of existing facilities.

17. Serve as Officer of State Architect inspector.

18. Provide installation services for the district-wide computer network system.

19. Assume responsibility of the Director of Facilities and Operations in his/her absence.

20. Inspect buildings and utility distribution systems, identify maintenance and repair requirements, and prepare work requests to accomplish work.

21. Design, or redesign, assigned projects to improve quality of work and meet the needs of instructional or administrative staff.

22. Serve as District Plant Services staff member resource person to assist in callback of personnel to perform emergency maintenance work during non-scheduled work hours.

23. Administer terms and conditions of bargaining unit contracts.

24. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Generally accepted construction principles and practices, related to public works and schools.

2. Methods of purchasing and contract administration in a community college environment.

3. Methods, practices, equipment and supplies used in facility maintenance and construction, building, and safety regulations.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

2. Communicate effectively both orally and in writing, including writing complex proposals.

3. Determine the need for maintenance and repairs; plan and schedule work.

4. Prepare and interpret plans and specifications.

5. Accurately estimate costs of maintenance and construction projects.

6. Manage major construction and renovation projects efficiently.

7. Demonstrate knowledge of the principles of project management and supervision.

8. Demonstrate knowledge of Uniform Building Code (UBC), California Architectural Barriers Laws (CALABL), California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, American Disabilities Act (ADA), state labor laws, including Workers’ Compensation, and other related statutes.

9. Develop short- and long-range plans.

10. Demonstrate a general knowledge of hazardous material control.
12. Work effectively with diverse students, staff, faculty and administrators, both individually and as team members.

13. Develop and implement strategic planning processes.

14. Interpret and apply rules, regulations, policies and procedures.

15. Represent and promote the interests of the department in the administration of the college and the District.

16. Handle difficult and sensitive issues and problems, and resolve conflicts. Train, assign, supervise, evaluate and develop staff.

**Education and Experience:**

1. Any combination equivalent to: completion of high school and ten years of progressively responsible experience in maintenance and construction work, at least eight years of which must include supervisory responsibility for the work of journeymen tradesmen.

2. A bachelor's degree in a related field, or formal education in construction management, as evidenced by a certificate or degree from an accredited institution preferred.

3. Legal and practical aspects of project design, bidding, management and “close out” of construction preferred.


5. Budget preparation and administration preferred.

6. Track record of success in working with people of diverse backgrounds and cultures preferred.

**Working Conditions:**

1. Typical office environment; subject to some travel to conduct work and physical activities.

2. Possession of a valid California Driver’s License.

**Level: G**

EEO Category: