POSITION PURPOSE

Reporting to the Executive Director of Facilities, Operations and Construction Management, plan, coordinate and supervise District maintenance, facilities, and operational activities; performs related work as required.

NATURE and SCOPE

The Director of Facilities and Operations supervises the Associate Director of Facilities, Operations, and Construction Management and the Evening Custodial Manager.

KEY DUTIES and RESPONSIBILITIES

1. Directs and organizes all of the maintenance, facilities, and operational activities for the District, including involvement in and responsibility for hiring, training, promotion, appraisal, and disciplinary actions.

2. Supervises and confers with maintenance personnel regarding methods and procedures of work, supplies, and equipment requirements.

3. Ensures appropriate response to users' needs and budget limitations.

4. Designs, maintains, and provides continual improvement of a computerized work order and charge back system.

5. Responsible overall planning and decision-making for maintaining the safety, utility, and appearance of the facilities of the District, including hazardous materials programs and fire alarm systems.

6. Prepares, submits and reviews maintenance cost estimates; oversees utility purchases.

7. Ensures work accomplished complies with current building codes, construction and safety laws and regulations.

8. Approves payment for outside contractors and material.

9. Recommends and drafts policy, personnel, and procedural changes.


11. Provides consultation on installation services for the District wide computer network system.

12. Oversees building inspections and utility distribution systems, and ensures that maintenance and repair requirements are identified.

13. Designs projects to improve quality of work; meets needs of instructional or administrative staff.

14. Ensures emergency maintenance work system is in place.

15. Oversees the administration of terms and conditions in regards to bargaining unit contracts.
16. Supports, implements, and promotes compliance with the District’s Diversity Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.

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

18. Responsible for promoting, and enforcing the District’s commitment to safety by ensuring that all employees in the Division receive appropriate training in hazardous materials handling, storage, and disposal and that training is updated as required. Accountable and liable for department or division non-compliance with hazardous materials regulations.

19. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. General accepted construction principles and practices as 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.

4. Computer operation and installation requirements.

Skills and Abilities:

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

2. Demonstrate commitment to the increased Demonstrate understanding of, sensitivity to, and respect for all cultural groups, women, and the disabled.

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

4. Determine the need for maintenance and repairs and to plan and schedule such work.

5. Prepare and interpret plans and specifications.


7. Manage major construction and renovation projects efficiently.

8. Principles of project management and supervision.


10. Develop short and long range plans.

11. General knowledge of hazardous material control.
12. Work effectively with diverse students, staff, faculty and administrators 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 twelfth grade and ten years of progressively responsible experience in maintenance and construction work, at least eight of which must have included supervisory responsibility for the work of journeyman tradesmen.

2. 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 Drivers License

Range: I
EEO-Category: H11