

TITLE: Director, Facilities Operations

CLASSIFICATION: Management Team – Classified Administrator

SALARY RANGE: 25

SCOPE OF POSITION:

Under the direction of the Senior Vice President, Finance and Administrative Services, plan, organize and direct the maintenance, custodial, grounds, automotive and pool maintenance for District properties; develop and coordinate the implementation of the scheduled maintenance and capital outlay plans; train, supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plan, organize, and direct the maintenance, repair and renewal of buildings and equipment; the care and cleaning of buildings and grounds; the operation of heating, air conditioning and ventilation (HVAC) systems, plumbing and electrical systems; the automotive and pool maintenance for District properties. Ensure that on-going maintenance and repair activities on District facilities and grounds comply with department standards of quality, priority and budgets and applicable State and Federal codes, laws, rules and regulations.
2. Develop and implement the Five-Year Scheduled Maintenance plan; obtain relevant design and engineering services; hire qualified contractors to monitor the work to ensure compliance with contracts; participate in the preparation and maintenance of requests for proposals, specifications, building plans and other documentation related to facilities.
3. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
4. Receive and respond to daily issues with building systems; meet with faculty, staff, and external contractors to determine issues, create stop-gap and interim solutions, implement solutions and develop and implement long-term solutions; and receive and respond to service calls for auxiliary services.
5. Serve as facilities operations liaison; develop projects and plans across the District.
6. Prepare labor estimates, costs of materials and equipment needed for facilities and grounds maintenance and repair activities; research and coordinate the purchase of equipment and supplies and ensure that adequate stock is maintained.
7. Monitor and direct the use of District facilities; receive and process requests; collaborate with other departments regarding the scheduling, coordination and set-up of events.
8. Provide technical expertise, information and assistance to the Senior Vice President, Finance and Administrative Services regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
9. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
10. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities; assure permits, contracts, licenses and reports are in compliance with established codes, laws and regulations.

KEY DUTIES AND RESPONSIBILITIES – Continued

11. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
12. Develop and prepare assigned Facilities Operations budgets; analyze and review budgetary and financial data; and authorize expenditures in accordance with established priorities.
13. Coordinate the operational preparedness and response to emergencies and disasters including utility failures, floods, fires, and earthquakes.
14. Attend and conduct a variety of meetings as assigned; serve on a variety of short and long-term committees.
15. Plan and direct various infrastructure projects such as parking lot painting, gate arm machines, installations of parking meters and other special projects.

KNOWLEDGE OF:

1. Building and construction, design, construction contract administration, and California Building Codes applicable to assigned areas.
2. Terms, procedures and equipment used in the construction, grounds, maintenance and operations trades.
3. Preparation of cost estimates and specifications.
4. Comprehensive project management skills.
5. Requirements of maintaining buildings in a safe, clean and orderly condition.
6. Budget preparation and control.
7. Oral and written communication skills.
8. Principles and practices of administration, supervision and training.
9. Applicable laws, codes, regulations, policies and procedures.
10. Interpersonal skills using tact, patience and courtesy.
11. Operation of a computer and assigned software.

ABILITY TO:

1. Develop and coordinate the implementation of the scheduled maintenance and capital outlay plans for the District.
2. Effectively train, supervise and evaluate the performance of assigned staff.
3. Estimate time and material needs for major maintenance, operations and facilities projects.
4. Collect, organize and analyze data.
5. Communicate effectively both orally and in writing.
6. Interpret, apply and explain rules, regulations, policies and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer and assigned office equipment.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Work independently with little direction.
12. Direct the maintenance of a variety of reports, records and files related to assigned activities.
13. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree in business management, mechanical/structural trades or related field.

Experience:

Increasingly responsible experience in the construction, maintenance and/or operations activities of a large facilities department.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

PHYSICAL DEMANDS:

Walking to inspect facilities and equipment.

Bending at the waist, kneeling or crouching to conduct inspections.