CLASS TITLE: DIRECTOR OF FACILITIES, MAINTENANCE AND OPERATIONS

BASIC FUNCTIONS:

Under the direction of the Vice President of Business Services, plan, direct, organize, manage and oversee the activities of building and grounds maintenance and construction at an assigned campus, including new facility construction, remodeling, custodial, warehouse and groundskeeping operations. Develop short- and long-range plans, assist in the development of and act as project manager for construction projects. Manage and/or administer related contracts, utilities services, energy plans, and health and safety projects, including hazardous materials control.

REPRESENTATIVE DUTIES:

Plan, direct, organize, manage, and oversee the facility construction, remodeling, building and grounds maintenance and operations activities at the college. E

Manage the overall college maintenance and operations programs including custodial, grounds, maintenance, and warehouse functions; work to assure economical, productive, and efficient use of personnel, equipment and supplies; consult with campus management and coordinate activities in matters pertaining to assigned functions; conduct staff meetings. E

Plan and organize maintenance and operations functions: develop and implement long-range plans and master schedules for assigned activities: establish work standards, policies, and procedures for maintenance, grounds, custodial and warehouse activities. E

Select, orient, train, supervise, counsel and evaluate the performance of assigned staff to assure efficient and effective performance of employees and division; establish performance standards, policies, and procedures. E

Collaborate with architects and administrators on the design, construction, or alteration of buildings and landscaped areas; review project plans and recommend changes to plans and specifications to ensure campus needs and requirements are being met; assist contractors in interpreting plans by providing campus expertise; maintain construction records and prepare reports. E

Attend regular construction meetings, address campus-specific questions, advise project team of campus requirements, review and negotiate contractor-initiated changes in project scope as required; approve application for payment; review and approve construction project schedule of values and timelines; prepare construction project change orders for board approval. E

Prepare and administer budgets for assigned functions; prepare recommendations and justifications regarding budget requests; authorize expenditures according to district policies and applicable regulations. Estimate utility costs and capital outlay for construction projects on assigned campus; monitor expenditures during the year to assure operation within budgeted levels. E

Established February 2007
Assistant Purchasing Department in preparing and advertising requests for bids for construction projects; support the review of bids; ensure that contracts and all other documents are completed prior to initiation of project, monitor and review contract progress and assure timely completion of project. 

Monitor construction project schedules and progress by on-site visits, determine compliance with schedules and coordinate any shut-downs and/or closures, if necessary, with campus schedules. Provide project overviews and status updates to VP of Business Services.

Work closely with District Business Services and Capital Planning in all aspects of facility planning, pre-construction activities, bidding, construction management, and project close-out activities.

Assist with the preparation and administration of the Five-Year Construction Master Plan, Initial Project Proposals (IPPs), and Final Project Proposals (FPPs), annual Space Inventory, and the college Facilities Master Plan.

Represent the college in DSA (Division of State Architects) and project inspector communications; advocate with the DSA for college construction projects.

Review legal documents related to construction and facility litigation claims; assist legal teams with fact finding process.

Plan, coordinate and implement the college’s general, preventative and scheduled facilities maintenance programs; conduct ongoing review and evaluation of physical plant maintenance and operations; direct replacement of electrical, mechanical, and structural systems and equipment when needed, recommend and implement special programs as needed to maintain facilities in optimum conditions within fiscal constraints.

Provide leadership for college compliance with OSHA and to establish a safe campus environment in relation to the physical facilities; develop safety procedures and rules; inspect campus for maintenance and safety hazards; assure that college facilities are inspected regularly to ensure compliance with building and fire codes, cleanliness, and energy use standards; implement recommended safety improvement requests. Provide for effective orientation and continuing training of facilities, maintenance, and operations staff to minimize accidents and injuries.

Direct and coordinate the removal and disposal of hazardous materials in accordance with federal, state and local laws, codes and regulations; assure proper documentation as required by law and district policies.

Participate as member or chairperson of district and campus committees and task forces as assigned; direct committee and sub-committee activities on campus relating to facilities, maintenance, and operations functions; participate as member of management team for an assigned campus. Assure division’s compliance to district policies and collective bargaining agreements as they relate to assigned functions.

Prepare and submit written plans, recommendations and proposals regarding assigned functions; make oral presentations to administrators and others as requested.

E = essential duty
DIRECTOR OF FACILITIES, MAINTENANCE AND OPERATIONS (continued)

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor’s Degree in planning, engineering, public administration, business management, facilities or construction management, architecture or closely related field, plus five years of increasingly responsible experience overseeing engineering design and/or construction management, or facility maintenance and planning activities in a large public or private agency, including at least three years of direct supervisory experience. Specific experience in the construction process from initial concept to final certificate is required. Service as a general contractor on public or private construction projects in California may substitute for education.

LICENSES AND OTHER REQUIREMENTS

Valid California Driver’s License
Valid CA Contractor’s License preferred

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles, practices, and techniques of construction management, project tracking and reporting, including construction cost estimating
- Construction plan review and evaluation techniques
- Generally accepted construction principles and practices
- Principles and practices relating to custodial, grounds, skilled maintenance functions and warehousing activities
- Energy management and conservation practices, preventive maintenance practices, OSHA requirements, CEQA and EPA regulations
- Purchase contract administration and management
- Uniform Building Code and other state and federal regulations related to building and safety, architectural requirements and contracts
- Planning and budgeting processes
- Proper handling, storage, removal and disposal of hazardous materials
- Principles of management, supervision and training
- Modern office procedures, methods and equipment, including various software programs such as data base programs, spread sheets, word processing, CAD, facility management and project management

ABILITY TO:

- Plan, organize, direct, evaluate and implement facilities construction and maintenance programs
- Provide long-range planning for facilities repair, maintenance, alteration and construction
- Assist in development and implementation of a comprehensive deferred and scheduled maintenance program for the college
- Prepare and administer budgets for assigned functional areas
- Read, understand and interpret construction plans, drawings, specifications and engineering data
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
DIRECTOR OF FACILITIES, MAINTENANCE AND OPERATIONS (continued)

Prepare, present and interpret factual data and provide conclusions in written, graphic and oral form
Maintain knowledge of technological advances in field of construction and facility maintenance
Relate effectively to people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy
Coordinate and schedule complex activities
Analyze situations accurately and adopt an effective course of action

WORKING CONDITIONS

ENVIRONMENT:

Indoor and outdoor work environment; subject to driving a vehicle to conduct work and to inspect and review campus maintenance and operations

PHYSICAL ABILITIES:

Walking, bending, kneeling
Light lifting
Hearing and speaking to exchange information

HAZARDS:

Working around machinery, moving vehicles, or construction sites