

## DIRECTOR OF MAINTENANCE AND OPERATIONS

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials/Administrators	Management	M7	05/01/16	Classified Administrator	1 of 2

**DEFINITION:**

Under the leadership of the College Chief Business Officer or designee, the Director of Maintenance and Operations provides leadership and management of campus facilities maintenance, grounds, and custodial operations.

**DISTINGUISHING CHARACTERISTICS:**

The primary responsibility of the Director is to plan, coordinate, schedule, assign, supervise, evaluate, and manage buildings, grounds, and custodial activities and staff in the performance of general and preventive maintenance, building systems and equipment repairs, grounds keeping, and cleaning and support operations as required. The Director develops, evaluates, and manages the department budget and expenditures, performs space inventory activities, is active in support and management of health, safety, and hazardous materials programs, provides policy and procedure input, develops scheduled maintenance and special repair scopes of work and project budgets.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:**

- Manages campus functions in the repair and maintenance of buildings, equipment, heating, air conditioning and ventilation systems, and utility services.
- Oversees warehousing, inventory, material delivery, and custodial and landscaping service programs.
- Assists in the college oversight of state scheduled maintenance and other capital outlay programs.
- Monitors workload, service orders, and scheduling to ensure compliance.
- Provides overall administrative direction, technical advice and supervision to maintenance, custodial, grounds, and journey level trades staff.
- Supervises assigned employees, appraises performance, resolves grievances, provides disciplinary actions, and makes employment decisions, in adherence with the terms of the collective bargaining agreement and District policies and procedures.
- Analyzes subunit effectiveness and takes corrective actions as required.
- Administers, inspects and accepts maintenance or service work performed by contract; approves payments of invoices, coordinates warranty work on maintenance and capital improvement projects.
- Provides leadership in support of campus sustainability policies, procedures and initiatives including solar power generation, green cleaning, waste diversion, water conservation, and smart metering.
- Provides leadership for compliance with safety regulations and procedures; ensures hazardous material spills are properly handled, stored and disposed of according to legal requirements and procedures.
- Plans, implements and monitors progress of work on college capital improvement projects, preventive maintenance program, breakdown response, and equipment repair.
- Maintains reporting systems for backlog of repairs and scheduled maintenance requirements.
- Utilizes building and grounds maintenance management software to prioritize and assign general and preventive maintenance, and track and report on the execution of work.
- Develops training plans for staff and ensures employees remain current in system knowledge and best practices in the areas they are assigned.
- Analyzes and recommends policies, procedures and funding required to continue programs.
- Prepares and submits budget for assigned functions, reviews periodic budget reports to compare actuals against forecasts, and control expenditures to protect against overspending.
- Ensures facilities are inspected regularly for compliance with building and fire codes, maintenance, and cleanliness.
- Assists in the preparation of project proposals and other required information for submittal to the State Chancellor's office for state funded scheduled maintenance and space utilization programs.
- Develops and monitors long-range management plans for major systems such as pavements, roofs, mechanical systems (HVAC), building controls, and utilities infrastructure.
- Coordinates, develops, and oversees responses and inspections for complaints regarding facility maintenance and projects.
- Interprets and analyzes appropriate federal, state, and local laws, District policies and procedures, to assist college and District with compliance and reporting responsibilities for storm water management,

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waste management, and hazardous material programs.

- Assists with development and administration of disaster and emergency preparedness response plans, and safety training plans.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge Of:**

- Pertinent education laws, public contracts, labor, health and safety codes, OSHA regulations, building codes, construction standards, environmental agency requirements, and other Federal, State, and local laws and regulations as they relate to facilities maintenance and operations, the environment, and hazardous materials and waste, and safety.
- Principles and practices of facilities systems operations, maintenance, repair techniques of mechanical, electrical, plumbing, roofing, controls, and custodial and landscaping operations.
- Principles and practices of budget preparation and administration.
- Principles of training, supervising, and evaluating employees.
- Computer-based technology for building and facilities management.
- Equipment, materials and supplies commonly utilized in the maintenance, repair, cleaning, and grounds keeping of educational facilities, equipment, and real estate.

#### **Ability To:**

- Monitor, research, analyze, and oversee details of facility and building maintenance, custodial and landscaping operations, and utility service programs.
- Analyze systems in both operational and failure modes and make recommendations regarding new, replacement, or repair alternatives.
- Perform mathematical computations, analyze operations manuals and develop specific preventive maintenance programs, solve practical problems, and develop effective courses of action.
- Make appropriate judgments and decisions weighing the relative costs and benefits of potential actions with respect to facility and building configurations, alternatives, and procedures.
- Develop appropriate benchmark data and monitor progress towards continuous improvement goals.
- Identify important changes needed in the delivery of facility and utility services.
- Effectively communicate orally and in writing, and use strong interpersonal skills with tact and courtesy to interact with students, faculty, staff, vendors, state agencies, and contractors.
- Coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Use personal computers utilizing various software applications (i.e., word processing, spreadsheet, presentation programs, and databases) including internet-based programs.
- Prepare, interpret and work with plans, specifications, schematics, diagrams and drawings.
- Demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff.
- Be available for and respond to calls during off-hours and weekends for urgent or emergency work.

#### **Education and Experience:**

An earned bachelor's degree from an accredited college or university with a major in engineering, architecture, business or construction management, or any related field. Equivalent to five (5) years of full-time progressively responsible experience in facility or building maintenance and operations, and three (3) years of which must include management and supervisory responsibilities.

Any combination of education and experience may be used to meet the degree requirement.

**License/Certification:** A valid Class C California Driver's License.

Adopted: 04/27/16