

DIRECTOR, FACILITIES SERVICES

DEFINITION:

Under administrative direction, to plan, organize and supervise the repair, maintenance and improvement of the college's buildings, facilities, physical plant, and grounds; to prepare and manage the facilities services budget; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single position management classification with general accountability for the college's maintenance program. This classification also participates in the work of the unit on an as-needed basis.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Supervises and coordinates the custodial, maintenance, repair, renovation and construction operations of the college physical plant and grounds;
- Supervises, directs, assigns and evaluates the daily work of assigned staff; trains employees in work procedures, standards and safety practices; interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends performance recognition and disciplinary action;
- Determines cost estimates and develops specifications for construction, repair, maintenance and/or renovation to college buildings and grounds; plans and lays out larger jobs and estimates materials, tools and time required;
- Supervises and inspects in-house and contracted work; provides in-progress and completion review, and directs corrections; ensure compliance with applicable codes and regulations;
- Identifies and prioritizes deferred maintenance projects and develops deferred maintenance documents for the Chancellor's Office, California Community Colleges;
- Develops, monitors and controls the physical plant, custodial, and deferred maintenance budgets; reviews and approves invoices;
- Performs long and short range planning, and assists with the development of capital projects plans, the facilities master plan, the Five Year Construction Plans and related documents;
- Prepares required reports and tests, and ensures compliance with applicable codes and regulations for local, state and federal agencies regarding facilities usage and related projects as required (e.g. hazardous substances control and handling, water quality reports, space inventory, and the annual emissions report);
- Evaluates materials, products and services and recommends and carries out acquisition;
- Coordinates with and responds to college staff regarding maintenance requests and needs;
- Supervises or performs programming for HVAC, lighting and related automated systems including use of computer controls;
- Performs maintenance and related tasks as necessary or required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of building maintenance, groundskeeping and warehousing including plumbing,

electrical, carpentry, HVAC, interior partitioning and finishing, landscape planning, irrigation, fertilization and pest control, and tree trimming.

Methods, materials, tools and equipment used in building maintenance, and groundskeeping.

Principles and practices of supervision including work planning, direction and personnel practices.

Applicable laws, codes, regulations and standards governing building construction and maintenance, and groundskeeping.

Safety and safe working practices for building maintenance, and groundskeeping work.

Skill in:

Planning, organizing, scheduling, assigning and reviewing the work of others.

Selecting, training, instructing, appraising, counseling and motivating assigned staff.

Maintaining records and preparing reports and correspondence including required regulatory reports and records.

Effective oral communications.

Evaluating and developing procedures, standards and methods for building maintenance and improvement, and groundskeeping.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Preparing and managing the division budget including construction contract administration.

Reading, interpreting and assisting in the preparation of plans, specifications and other bid documents for construction projects.

Exercising sound independent judgment within general policy guidelines.

Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record; subject to call-in during off hours and weekends as required. As an exempt employee, the incumbent may be asked to work variable schedules.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A bachelor's degree in a related field such as engineering, construction management, or horticulture; and three years of responsible experience in facilities management including at least two years in a supervisory capacity.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Lifting and carrying heavy materials, furniture, equipment and tools; climbing, crawling, and stooping to reach work; manual strength and dexterity to operate tools and equipment, and pull, push or manipulate heavy objects against resistance; work outdoors in temperature extremes and inclement weather; work aerially, underground, and in exposure to bacterial contamination and hazardous chemicals and fumes; vision to computer screens, written materials, blueprints and diagrams; speech and hearing for in person and telephone communications; sense of smell to detect abnormal conditions such as smoke and odors associated with malfunctions and leaks. This work is performed in outdoor, shop and office settings.