



## Director, Facilities, Maintenance & Operations

**Classified Range: 16**

Board Approved: 06/20/2019

P. 1|3

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the direction of the Vice President, Administrative Services, the Director, Facilities, Operations, & Maintenance is responsible for planning, coordinating, and directing the maintenance and operations activities of the college, including responsibility for the physical condition of the buildings, grounds, and equipment, and participates in the design, review, and integration of construction projects. Maintains compliance with District policies and local, state, and federal laws and regulations.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Provides administrative direction to personnel engaged in the maintenance and repair of buildings, and equipment, the care and cleaning of buildings and grounds.
2. Evaluates the performance of assigned staff, participates in the employee selection process, and recommends necessary personnel actions.
3. Approves requisitions for materials and labor related to maintenance and operation activities, assigns workers, and is responsible for immediate emergency repairs.
4. Provides administrative oversight for facilities use and building scheduling.
5. Provides administrative oversight for the campus warehouse, delivery/pick up of campus mail or packages, and dispersal of assets.
6. Provides administrative direction for campus access control, and security systems.
7. Prepares sketches for proposed minor alterations and improvements or maintenance work, requests preparation of plans, and secures copies of available plans from appropriate District offices.
8. Prepares requests for contracts, including scope of work for maintenance work by contract.
9. Assists with the application of state and federal construction grants.
10. Coordinates, prepares, and monitors budgets for maintenance, grounds, and custodial departments.
11. Inspects, reviews, and approves all work orders for facilities contract work and recommends approval of payments to contractors, including final acceptance upon satisfactory completion of the contract work.
12. Coordinates construction to minimize disruptions with campus operations in cooperation with District, architect, and engineering consultants, inspectors, and necessary state and local agencies.
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14. Confers with administrators and other officials, and advises them as to the practicability and approximate cost of all types of maintenance and capital outlay work.
15. Prepare and manage the campus deferred maintenance program, space inventory program, energy conservation projects, and 5-year construction plan.



## Director, Facilities, Maintenance & Operations

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P. 2|3

16. Maintains environmental, health, and safety compliance for the campus in accordance with District policies, local, state, and federal laws and regulations including OSHA, EPA, and DTSC.
17. Directs the hazardous materials removal and other related programs at the campus level.
18. Represents the campus at meetings involving construction, maintenance and operations activities.
19. Estimates maintenance, grounds, custodial and other operational costs for the college facilities.
20. Directs and coordinates the inspection of facilities and grounds for fire, safety, and health hazards on the campus plant.
21. Participates in professional organizations, maintains an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position.
22. Participates in local, regional, and State activities to promote the San Bernardino Valley College District and community college movement.
23. Performs related duties as assigned.

### **QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Principles, practices, and procedures pertaining to construction, maintenance, repair, and operation of buildings and grounds
- Principles of management, budgeting, and supervision
- Principles of construction management and project management
- Preventative maintenance methods and procedures
- Painting methods, materials, and techniques
- Heating, ventilating, air conditioning, electrical, and plumbing systems
- Fire, safety, and health regulations
- Record and reporting systems
- Capabilities of computer applications, systems, and hardware in facilities management
- Knowledge of local, state, and federal building codes, regulations, and laws pertaining to construction, environment and energy conservation.

#### **Ability to:**

- Coordinate and administer a complex and diverse maintenance and operations program for a college
- Effectively direct the work of others through subordinates



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P. 3|3

- Coordinate and supervise the work of crafts workers, technicians, and other skilled, semi-skilled, and unskilled workers
- Analyze problems and determine effective solutions
- Evaluate, advise, and assist employees with job-related deficiencies
- Act quickly in emergencies
- Establish and maintain effective relationships with administrators and staff throughout the District, officials of public and private organizations and the general public
- Collect and analyze data and present effective oral and written reports
- Analyze and interpret technical manuals
- Act independently and promptly to situations and events
- Learn all applicable state and local codes and regulations
- Learn general and specific computer applications

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Minimum Qualifications:**

- Education and experience equivalent to a Bachelor's Degree in business or public administration, architecture, engineering, construction management or a field closely related to facilities management and three (3) years of full time paid experience in supervising the operations and/or maintenance of large commercial or public building complexes or in designing or planning the construction of commercial or public buildings, including maintenance of construction budgets.
- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

### **Desirable Qualifications:**

- Supervisory experience over a variety of craft or construction workers.
- Familiarity with the California Community College and Department of State architecture process.

### **Special Requirement:**

- A valid Class "C" California driver's license and ability to provide own transportation between sites.

## **WORKING CONDITIONS**

Indoor and outdoor environment. Incumbent is subject to occasional hazards encountered at construction sites and maintenance shops. Position may require sitting or standing for long periods of time, walking short distances on a regular basis, travel between sites, use of hands and fingers to operate facility and grounds tools, reach with hands and arms, stoop or kneel, speak clearly to answer telephones and provide information, see to read fine print and operate computer, hear and understand voices over telephone and in person, lift, carry and/or move objects weighing up to 35 lbs.