Assistant Director of Facilities Planning and Plant Operations (CL10-20)

College Web Address: www.cabrillo.edu

Initial screening of applications will begin on Thursday, June 24, 2010, however, applications will be accepted until the position is filled.

About the Position:
Under the direction of the Director of Facilities Planning and Plant Operations, coordinates and assists in directing operational activities related to grounds, maintenance, recycling and college transportation services; ensures compliance with applicable federal and state laws and regulations; purchases supplies and equipment within assigned budgets; and performs related work as required/assigned.

Position Duties and Responsibilities:
- Directs and coordinates designated maintenance and operations staff, activities and preventative maintenance program functions of the college; serves as the Director of Facilities Planning and Operations on a relief basis
- Develops, recommends and implements policies and procedures for maintenance and operations, and plans systematic programs for preventative maintenance
- Interprets, explains and applies federal and state laws and College policies, procedures and regulations
- Participates in the development of and monitors assigned budgets
- Coordinates the use and maintenance of college transportation vehicles
- Encourages campus-wide participation in the recycling program; encourages and initiates new recycling programs
- Oversees the scheduling, collection, handling and delivery of recyclable materials
- Confers with administrators and staff regarding assignments and activities; responds to questions and complaints and works to ensure satisfactory resolution
- Participates in the hiring of new staff and recommends employment of direct subordinates
- Directs, schedules, assigns, reviews, and evaluates the work of staff; recommends and implements improved work methods and procedures
- Authorizes and approves various personnel actions; including time sheets and overtime
- Trains staff in work and safety procedures related to assignments and in the operation and use of equipment and supplies; ensures safe work practices and procedures are followed
- Conducts staff meetings to coordinate operational activities and communicates developments or instructions; develops and implements new practices and activities as necessary
- Authorizes purchase of supplies and equipment; ensures adequate supply inventories
- Interprets drawings, diagrams, specifications and blueprints as required
- Inspects work sites, work in progress and work completed; ensures conformity with work orders and specifications for assigned projects; inspects contract work orders and specifications
- Develops, oversees and evaluates the advisability of contract work for assigned projects; inspects contract work for conformity with specifications
- Prepares and submits periodic and special reports regarding deferred maintenance and capital outlay needs, plans and cost estimates; assists with special reports such as space inventory and physical inventory; prepares and maintains a variety of records and correspondence
- Safely operates college vehicles to conduct work, inspects and reviews campus maintenance projects
- Responds to emergencies in off-hours as necessary
- Chairs or serves on College committees as required or assigned, and participates in professional organizations appropriate to assignment
- Performs related duties as required or assigned
Qualifications

Education and Experience:
Education equivalent to an Associate’s Degree and three years of increasingly responsible maintenance and operations or institutional facilities experience which includes two years in a supervisory capacity. **Please note:** Experience in a maintenance operation which has provided the knowledge and skills outlined below may be substituted for the required education on a year-for-year basis.

Knowledge of:
- Principles and practices relating to grounds and maintenance operations
- Applicable state and federal laws and regulations
- Energy management, preventative maintenance practices, OSHA requirements and EPA regulations
- Principles and practices of supervision, training and evaluation
- Construction procedures, building materials and their application
- Methods, materials, tools and equipment used in custodial, grounds and maintenance work
- Safe work methods and safety precautions related to the work; health and safety regulations
- Applicable codes and regulations
- Office practices, procedures, equipment and record keeping techniques
- Basic budgetary and administrative principles and practices
- Computer applications including word processing, spreadsheets and databases
- Effective oral and written communication skills
- Effective interpersonal skills using tact, patience and courtesy

Skill in:
- Developing, implementing and interpreting goals, policies, procedures and work standards
- Planning, directing, assigning, scheduling and evaluating staff
- Providing work and safety instruction to staff
- Learning, interpreting and applying current pertinent federal, state and local laws and regulations
- Analyzing problems, evaluating alternatives and making creative recommendations
- Exercising sound independent judgment within general policy guidelines
- Preparing clear, concise and competent reports, correspondence and other written materials using a personal or on-line computer and appropriate software
- Estimating time and material requirements for assigned projects
- Reading and interpreting plans, blueprints and specifications
- Establishing and maintaining effective working relations with those contacted in the course of work
- Consistently and effectively performing under the pressure of deadlines and other administrative demands

Other Requirements:
- Must possess and maintain a valid California Class C driver’s license during the course of employment
- Must be willing to respond to emergencies in off-hours as necessary
- Must possess sufficient strength and stamina to lift and carry equipment weighing up to 50 pounds
- Must be able and willing to work evenings and/or nights at various campus locations

Working Conditions

Environment:
- Indoor and outdoor work environment
- Driving a vehicle to conduct work and to inspect and review campus maintenance and operations
- Emergency call-out

Physical Demands:
- Hearing and speaking to exchange information
- Walking to conduct inspections
- Bending at waist

Hazards:
- Working around machinery, moving vehicles or construction sites
Salary:
$5,819 to $6,415 per month to start, eight step schedule to $8,187 per month plus fringe benefits. Full time (225-day) management assignment, 12 months per year, Monday through Friday, with evenings and/or weekends as needed. Position scheduled to begin July 1, 2010, pending funding and Governing Board ratification.

Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

How to Apply:
Application forms may be obtained through the Human Resources web site:
http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
OR FAX to: (831) 477-3545

*EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College application
b) Resume – job related
c) Three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Criminal History Inquiry Supplemental to Application
e) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant).
  • Transcripts from all colleges attended (copies are acceptable) or official proof of request for transcripts, to demonstrate the qualification re: college coursework listed in this announcement. If selected it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be requested
f) Copy of current California driver’s license
g) Current DMV printout

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure:
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline:
Initial screening of applications will begin on Thursday, June 24, 2010. All completed applications received by this date will receive a full screening. However, applications will be accepted until the position is filled. (Email transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.