DIRECTOR OF FACILITIES PLANNING AND PLANT OPERATIONS
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Director of Facilities Planning and Plant Operations is responsible for planning, coordinating and managing the college maintenance and operations program including safety, emergency preparedness and energy management; directs and coordinates facilities planning and construction; coordinates the planning and implementation of the District Facilities Master Plan, including state reporting; and prepares and monitors departmental budgets.

SCOPE

Under the general direction of the Vice President, Administrative Services, provides leadership and direction for the overall college maintenance and operations program and related operational activities; develops and submits state and other reports; recommends budget, recommends and implements policy, directs, supervises, and evaluates staff relative to areas of assignment.

TYPICAL DUTIES AND RESPONSIBILITIES

Maintenance & Operations:

- Direct the overall college maintenance and operations program including custodial, grounds and maintenance functions; consult with district management and coordinate activities in matters pertaining to assigned functions (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 transportation activities (E)
- Prepare and recommend the overall budget for district maintenance, operations, transportation activities, and safety program; estimate expenditures and distribute costs to proper accounts; control expenditures during the year to assure operation within budgeted levels (E)
- Develop and recommend policies and procedures for maintenance and operations, and plan systematic programs for preventive maintenance (E)
- Prepare cost estimates and prepare working drawings and specifications for new projects and oversee projects through completion (E)
- Review recommendations from subordinate supervisors and lead personnel for the hiring of new employees; authorize hiring requests; interview and recommend employment of direct subordinates (E)
- Serve as the District Safety Coordinator to ensure that the campus is as hazard free as possible, and that employees perform their duties in a safe manner (E)
- Prepare and conduct performance appraisals of direct subordinates; review and approve performance appraisals of other maintenance and operations staff (E)
- Authorize and approve various personnel actions; including time sheets and overtime; coordinate in-service training programs (E)
- Recommend and establish training programs for assigned staff; ensure compliance with college policies and procedures (E)
- Coordinate maintenance and operations functions with facilities planning functions; review plans from a maintenance standpoint and ensure efficient transfer of new facilities from construction to the maintenance and operations function (E)
- Ensure and oversee collaboration with Facilities Development and maintenance and operations in the development, presentation, and implementation of the facilities master plan (E)
TYPICAL DUTIES AND RESPONSIBILITIES (Cont’d.)

- Prepare and submit periodic reports to the State and the district regarding deferred maintenance and capital outlay needs, plans and cost estimates; assist with special reports such as space inventory and physical inventory reports (E)
- Safely operates college vehicles to conduct work, inspect and review campus projects (E)

Facilities Planning:

- Facilitate the process of maintaining and revising the District’s Facilities Master Plan within the governance process so that the District facilities are fully able to support the Educational Master Plan (E)
- Develop and submit reports to the administration and the Governing Board specific to project scope, budgets, and schedule status (E)
- Manage the District’s Facilities Planning and Development Office consultants, designers, engineers and contractors (E)
- Prepare and submit facilities reports as required by the Chancellor’s Office and other regulatory agencies (E)
- Communicate status of current and future Facilities Master Plan activities to campus groups as necessary (E)
- Participate on the District’s Facilities Planning and Advisory Committee (FPAC) and the Safety Committee representing facilities and construction (E)
- Coordinate facilities requirements with District managers and architects and directs the preparation of plans, specifications and architectural/engineering drawings as necessary to implement new building projects and alterations (E)
- Develop, implement, and disseminate standards, Board policies and administrative regulations as necessary relative to District facilities and construction (E)
- Recommend and implement risk controls and risk mitigation associated with District facilities and construction (E)

Energy Management:

- Create, implement, and sustain a comprehensive institutional action plan toward climate neutrality (E)
- Promote energy conservation, sustainability, and carbon emission reduction practices (E)
- Adopt green standards for buildings (E)
- Work toward purchasing energy from renewable sources, when available (E)
- Pursue alternative funding sources such as rebate programs and grants to implement the energy management program

Related Duties:

- Conduct staff meetings to coordinate maintenance and operations activities and communicate new developments, or instructions; develop and implement new practices and activities as necessary
- Maintain work order control system for labor and materials utilized, personnel assigned, budgets and special programs
- Serves on committee as required/assigned, and participates in professional organizations appropriate
- Perform related duties as required/assigned.

(E) = designates an essential function
QUALIFICATIONS

Knowledge of:

- Principles and practices relating to custodial, grounds, skilled maintenance, and transportation functions
- Principles and practices of administration, supervision and training; budgeting methods and procedures
- Energy management, preventive maintenance practices, OSHA requirements and EPA regulations
- Facilities master planning techniques and processes; and project management procedures; State reporting requirements and standards
- Building materials and their applications
- Health and safety regulations
- Modern office practices, procedures, equipment, and record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Reading and writing communication skills
- Effective interpersonal skills using tact, patience and courtesy

Ability to:

- Plan and organize work, and effectively meet schedules and timelines
- Plan, organize, direct, administer, review evaluate assigned facilities-related services and formulate program policy recommendations to implement the district’s master plan and other goals and objectives in accordance with local, State and federal law
- Read, comprehend, and interpret complex codes and regulations relating to area of assignment
- Analyze situations accurately and adopt an effective course of action
- Learn and apply sections of State Education Code, building codes and other applicable laws and regulations
- Effectively train, supervise, and evaluate personnel
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others
- Consistently and effectively perform under the pressure of deadlines and these administrative demands

Desired:

- Related experience in a public sector or educational setting
- Project management experience
- Project Management Professional (PMP) certification

EDUCATION AND EXPERIENCE

Any combination equivalent to a Bachelor's degree in business administration, engineering, public administration or a related field; and five years supervisory experience in a maintenance, operations, or facilities capacity.
LICENSES AND OTHER REQUIREMENTS

- Must possess and maintain during the course of employment, a valid California Class C driver's license
- Must be willing to respond to emergencies in off hours as needed
- Assignment may include evenings and/or weekends as needed
- Assignment duties include various campus sites
- Must possess sufficient strength and stamina to lift and carry equipment weighing up to 50 pounds

WORKING CONDITIONS

Environment:

- Indoor and outdoor work environment
- Driving a vehicle to conduct work and to inspect and review college facilities, maintenance and operations
- Emergency call-out

Physical Demands:

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

Hazards:

- Working around machinery, moving vehicles or construction sites

AUTHORITY AND RESPONSIBILITY

The Director of Facilities Planning and Plant Operations provides leadership for all components of the District’s Facility Master Plan and directly supervises the Assistant Director of Facilities Planning and Plant Operations, and the Custodial Supervisor; and in conjunction with these positions, the other assigned staff. The Director of Facilities Planning and Plant Operations is responsible for the physical plant and grounds of the college.

Adopted: February 1, 1988
Revised: June 1, 2000
Revised: May 3, 2010