Employment Opportunity
Assistant Director
of Maintenance & Operations
CL05-38

Apply by: Tuesday, December 6, 2005 at 4:00 p.m.

Class Characteristics  The Assistant Director of Maintenance and Operations provides leadership and services to all segments of the College. Responsibilities include supervising and directing the work of custodial and other designated maintenance and operations staff; serves as the Director of Maintenance and Operations on a relief basis. Successful performance of the work requires the use of considerable independence, initiative and discretion within established guidelines.

Examples of Duties  Under the direction of the Director of Maintenance and Operations:

- Directs and coordinates the custodial and preventative maintenance program functions of the college; acts as the Director of Maintenance and Operations on a relief basis
- Develops, recommends and implements policies and procedures for maintenance and operations, and plans systematic programs for preventive maintenance
- Participates in the development of and monitors assigned budgets
- 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 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 are followed
- Conducts staff meetings to coordinate operational activities and communicates developments or instructions; develops and implements new practices and activities
- 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
- 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 reports such as space and physical inventory; prepares and maintains records and correspondence
- Safely operates college vehicles to conduct work, inspects campus maintenance projects
- Responds to emergencies in off-hours as necessary
- Serves on College committees and participates in professional organizations appropriate to assignment
- Performs related duties as required or assigned
Qualifications  Any combination of education and experience equivalent to an Associate’s Degree and three years of increasingly responsible maintenance and operations or institutional facilities experience which include two years in a supervisory capacity.

Please note: Experience in a maintenance operation which has provided the knowledge and skills outlined above may be substituted for the education on a year-for-year basis.

Knowledge of:
- Principles and practices relating to custodial, grounds and maintenance operations
- Principles and practices of supervision, training and evaluation
- Methods, materials, tools and equipment used in custodial, grounds and maintenance work
- Safe work methods and safety precautions related to the work
- Applicable codes and health and safety regulations
- Office practices, procedures, equipment and record keeping techniques
- Basic budgetary and administrative principles and practices
- Computer applications including word processing, spreadsheets and database
- Effective oral and written communication skills
- Effective interpersonal skills using tact, patience and courtesy

Skill in:
- Developing, interpreting and implementing goals, policies, procedures and work standards
- Planning, directing, assigning, scheduling, and evaluating staff
- Providing work and safety instruction to staff
- 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
- Maintaining records and preparing reports
- 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 during the course of employment, a valid California Class C driver's license
- 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 college 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

Seven-step schedule from $4,587 to $6,147 per month, plus fringe benefits. Full time assignment, 12 months per year, Monday through Friday, 1:30 p.m. to 10:30 p.m. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

Cabrillo College provides a benefit stipend up to $5,518 per year for employee only and up to $10,386 per year for employee plus one dependent, and $14,254 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance.

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
or fax to: (831) 477-3545
Phone: (831) 479-6217

Postmarks or E-mail transmittals are not accepted

*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) 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) 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 required.
c) Two short (each not to exceed one page), clearly identified, separate attached statements:
   • What factors you think contribute to a successful maintenance and operations department:
   • What factors you think contribute to effective leadership in a maintenance and operations organization?

f) Current California driver's license and current DMV print-out

g) Criminal History Inquiry Supplemental to Application

*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
All application materials MUST be received in the Human Resources Department by: 4:00 p.m., Tuesday, December 6, 2005. (Postmarks or e-mail transmittals are not accepted.)

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

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