DIRECTOR, MAINTENANCE AND OPERATIONS
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Maintenance and Operations Director is responsible for planning, coordinating and managing college maintenance and repair functions, grounds, custodial, the college transportation services, fleet management, utility management, the college safety program; and prepares and monitors departmental budgets.

SCOPE

Under the general direction of the Vice President, Business Services, provide leadership and direction for the overall college maintenance and operations program, recommend budget, recommend and implement policy, supervise and evaluate staff relative to areas of assignment.

TYPICAL DUTIES AND RESPONSIBILITIES

1. 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)

2. 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)

3. 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)

4. Coordinate the use and maintenance of college transportation vehicles. (E)

5. Develop and recommend policies and procedures for maintenance and operations, and plan systematic programs for preventive maintenance. (E)

6. Prepare cost estimates and prepare working drawings and specifications for new projects and oversee projects through completion. (E)

7. 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)

8. 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)

9. Prepare and conduct performance appraisals of direct subordinates; review and approve performance appraisals of other maintenance and operations staff. (E)

10. Authorize and approve various personnel actions; including time sheets and overtime; coordinate in-service training programs. (E)

11. Recommend and establish training programs for assigned staff; ensure compliance with college policies and procedures. (E)
TYPICAL DUTIES AND RESPONSIBILITIES (Cont'd.)

12. 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.

13. Work in collaboration with the Facilities Development Office in the development, presentation, and implementation of the facilities master plan.

14. 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)

15. Conduct staff meetings to coordinate maintenance and operations activities and communicate new developments, or instructions; develop and implement new practices and activities as necessary.

16. Maintain work order control system for labor and materials utilized, personnel assigned, budgets and special programs.

17. 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, State reporting requirements and standards
- Building materials and their applications
- Modern office practices, procedures, equipment, and record-keeping techniques
- Health and safety regulations
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Reading and writing communication skills
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Plan and organize work, and effectively meet schedules and timelines
- Analyze situations accurately and adopt an effective course of action
- Establish and maintain effective working relationships with others
- 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
- Consistently and effectively perform under the pressure of deadlines and these administrative demands
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 or operations capacity. Related experience in a public sector or educational setting is desirable.

LICENSES AND OTHER REQUIREMENT

- Valid California driver's license
- Assignment may include evenings and/or weekends as needed
- Assignment may include on and off campus sites as needed

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:

- 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 Maintenance and Operations Director directly supervises the Custodial Supervisor, Lead Groundskeeper, Lead Maintenance Specialist, Hazardous Materials Coordinator; and in conjunction with these positions, the Maintenance Specialists and helpers, utility workers, grounds and custodial personnel, and assigned office staff. The Maintenance and Operations Director is responsible for the physical plant and grounds of the college.

Adopted: February 1, 1988
Revised: June 1, 2000