ASSISTANT DIRECTOR OF MAINTENANCE AND OPERATIONS
CLASSIFIED MANAGEMENT

JOB DESCRIPTION

Under the direction of the Director of Maintenance and Operations, coordinates and assists in directing the custodial, grounds and preventative maintenance program; and performs related work as required/assigned.

SCOPE

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. This class is distinguished from Director, Maintenance and Operations in that the latter has management level responsibility for planning, facilities, transportation and the District safety program.

TYPICAL DUTIES AND RESPONSIBILITIES

• Directs and coordinates the custodial and preventative maintenance program functions of the college; acts as the Director, Maintenance and Operations on a relief basis (E)
• Develops, recommends and implements policies and procedures for maintenance and operations, and plans systematic programs for preventive maintenance (E)
• Participates in the development of and monitors assigned budgets (E)
• Confers with administrators and staff regarding assignments and activities; responds to questions and complaints and works to ensure satisfactory resolution (E)
• Directs, schedules, assigns, reviews, and evaluates the work of staff; recommends and implements improved work methods and procedures (E)
• Participates in the hiring of staff and recommends employment of direct subordinates (E)
• Authorizes and approves various personnel actions; including time sheets and overtime (E)
• 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 (E)
• Conducts staff meetings to coordinate operational activities and communicates developments or instructions; develops and implements new practices and activities as necessary (E)
• Authorizes purchase of supplies and equipment; ensures adequate supply inventories (E)
• Interprets drawings, diagrams, specifications and blueprints as required (E)
• Inspects work sites, work in progress and work completed; ensures conformity with work orders and specifications (E)
• Evaluates the advisability of contract work for assigned projects; inspects contract work for conformity with specifications (E)
• Prepares and submits periodic and special reports of 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 (E)
• Safely operates college vehicles to conduct work, inspects and reviews campus maintenance projects (E)
• Responds to emergencies in off-hours as necessary (E)
TYPICAL DUTIES AND RESPONSIBILITIES (cont’d)

- 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

(E) = designates essential functions

QUALIFICATIONS

Education and Experience:

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; 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 database
- 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
- 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 the work
- Consistently and effectively perform 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 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

AUTHORITY AND RESPONSIBILITY

The Assistant Director of Maintenance and Operations directly supervises custodial and other designated maintenance and operations staff. In cooperation with other district personnel, the Assistant Director of Maintenance and Operations is responsible for the successful operation of the areas to which assigned.

Established: January 10, 2005