

DESERT COMMUNITY COLLEGE DISTRICT

ASSISTANT DIRECTOR, MAINTENANCE AND OPERATIONS

BASIC FUNCTION

Under the general supervision of the Director, Maintenance and Operations, plan and organize the District's maintenance and operations functions; assure efficient and cost-effective departmental operations; assure high quality condition of the District's facilities; supervise and evaluate the performance of assigned personnel; and effectively communicate with subordinates, District faculty and staff, and supervisor. Responsibilities include all district facilities at multiple sites, including the areas of maintenance, custodial, operations, energy conservation, long term facility planning and oversight of building and repair projects. Acts as Director of Maintenance and Operations in Director's absence.

REPRESENTATIVE DUTIES

1. Support the District's Mission and Vision. **E**
2. Plan, organize and schedule the District's maintenance, custodial, grounds and operations functions; assure efficient and cost-effective departmental operations. **E**
3. Confer with and direct custodial, maintenance and grounds supervisory staff regarding methods and procedures of work, supply and equipment requirements and operational problems and conflicts. **E**
4. Evaluate ongoing work of staff and recommend and implement improved work methods and procedures to improve cost-effectiveness and quality. **E**
5. Inspect work sites, work in progress and work completed to ensure conformity with work requests and specifications. **E**
6. Confer with administrators and staff regarding assignments and activities; respond to questions and complaints and work to ensure satisfactory resolution. **E**
7. Communicate effectively orally and in written form departmental processes and practices, work status and other information as necessary. **E**
8. Train staff in work and safety procedures related to assignments and in the operation and use of equipment and supplies. Ensure safe work practices are followed and meet regulatory requirements. **E**
9. Authorize purchase of supplies and equipment; ensure adequate and appropriate cost-effective inventory levels to provide on time completion of preventive, scheduled, and responsive maintenance and operations. Assist in the development and preparation of the annual department budget; analyze and review budgetary and financial data to ensure cost-effective management of the department budget. **E**
10. Determine future requirements of personnel, inventories and equipment. **E**
11. Assist in the preparation of specifications for bids; consult with and advise administrator and staff, specialists, contractors and design professionals on the design and construction or alteration of District buildings or grounds. **E**
12. Prepare and submit periodic and special reports regarding maintenance and capital outlay needs, plans and cost estimates; assist with reports required for state or other regulatory agencies. **E**
13. Safely operate college vehicles to conduct work and inspect campus maintenance projects. Respond to emergencies in off-hours as necessary. **E**
14. Assist in and monitor the disaster preparedness plans, hazardous material handling plans and safety plans. **E**
15. Conduct and attend meetings as necessary; participate on committees; represent the District at regional meetings. **E**
16. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year. **E**
17. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate. **E**
18. Seek and participate in professional development activities. **E**
19. Other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices relating to custodial, grounds, and maintenance operations; principals and practices of effective supervision, training and evaluation; methods, materials, tools and equipment used in custodial, grounds and maintenance work; office practices, computerized maintenance, energy and security management programs and record keeping best practices; hazardous material handling and disposal accepted methods and practices; budgetary and financial record keeping principals and practices; principles and practices of supervision and training; safe work practices and procedures; applicable building codes, ordinances, fire regulations and safety precautions; health and safety regulations and procedures.

Ability to: Estimate time and material requirements for assigned grounds, maintenance and custodial projects and ongoing work; communicate effectively orally and in writing; interact with others using effective interpersonal skills using tact, patience and consensus building; perform effectively under the pressure of deadlines, interruptions and other administrative demands; train, supervise and evaluate personnel; maintain records and prepare oral and written reports; understand and follow oral and written instructions; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing to exchange information in person or on the telephone; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to an Associate's Degree and five (5) years of increasingly responsible maintenance and operations experience including two (2) years in a supervisory capacity.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to inspect facilities; climbing ladders, bending, stooping and crawling to inspect work and equipment walking, sitting and standing for extended periods of time.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license, must have an acceptable driving record and current vehicle insurance meeting State of California requirements. Must possess sufficient strength and stamina to lift and carry equipment weighing up to 50 pounds.

WORKING CONDITIONS

Environment: Indoor and outdoor work environment. Exposure to dust, fumes, odors, and noise. Work at heights and in close quarters. Seasonal heat or other adverse conditions. Work around and with machinery having moving parts. Be available on-call to respond to emergency situations. Driving a vehicle to conduct work as necessary. Requires some evening, night and weekend responsibility.

EMPLOYMENT STATUS

Classified Supervisor

E: Essential job functions.

Leadership VIII

Approved 10/2006