

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, MAINTENANCE AND OPERATIONS

BASIC FUNCTION

Under the direction of the Assistant Superintendent/ President, Administrative Services, plan, organize, coordinate and direct the facilities construction, maintenance and operation activities of the District's buildings, grounds and related facilities; prepare, submit and review operational budgets according to established procedures; train, supervise and evaluate the performance of assigned staff; oversee district facilities planning, capital outlay projects and District-wide safety.

REPRESENTATIVE DUTIES

1. Direct, plan and coordinate the construction, maintenance, operations, repair and alteration of District structures and related physical facilities. *E*
2. Direct the development of the District's Five-Year Plan for annual submission to the California Community College Office and preparation of proposals for State funding of various District facilities; including initial project proposals and final project proposals. *E*
3. Assist faculty, administration and staff in the development of plans for various facilities required to complete the educational and service mission of the District and develop funding strategies for the realization of those plans. *E*
4. Develop facilities and space inventories which include statements of building uses, condition and needs for repairs and maintenance. *E*
5. Coordinate planning with the District's architect and Program Manager to assure that needs as determined by instructional and service faculty and staff are met in the most efficient and effective way. *E*
6. Evaluate bids and proposals and advise the Board of Trustees and the Administration in the selection of architects, engineers and contractors; provide contract management and construction management services for projects including job meetings, evaluation, negotiations, change orders, value engineering, troubleshooting and supervision of tests and inspections. *E*
7. Prepare, submit and review operational budgets according to established procedures; make determinations of future stock, materials, equipment and personnel needs; prepare and review cost estimates of construction and repair projects. *E*
8. Recommend policy and procedural changes; oversee the implementation of maintenance and operations policy and procedure manuals. *E*
9. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate; implement in-service training and development programs. *E*
10. Direct the preparation of specifications for bids; provide expertise concerning alterations of existing structures; work with architects, school supervisors and contractors on the design, construction or alteration of school buildings and landscaped areas. *E*
11. Administer budget control for grants, construction, scheduled maintenance, hazardous materials and professional engineering and architectural services contracted by the District. *E*
12. Develop and administer disaster preparedness plans, hazardous materials handling plans and safety plans; serve as hazardous material officer for the District. *E*
13. Remain current concerning pertinent legal and legislative matters, particularly relating to maintenance, construction and CAL-OSHA issues; apply and enforce laws, codes and ordinances regulating construction and maintenance of building and grounds; prepare and submit required documents and reports in a timely manner. *E*
14. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year. *E*
15. Seek and participate in professional development activities. *E*
16. Conduct and attend meetings as necessary; participate on committees; represent the District at regional meetings. *E*
17. Test, evaluate and recommend new products and materials.
18. Assign or re-assign personnel to meet emergency or relief needs and provide for helpers and part-time help to augment projects and programs.

19. Other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of general management; methods, materials and equipment used in the various building construction and maintenance, grounds maintenance and custodial trades; state capital project processes; master planning; plan checking and various phases of building inspection, structural, plumbing, electrical, heating and air conditioning; building design and construction standards governing construction and repair of California Community Colleges; construction scheduling and methods of costs estimation; guidelines for space allocations for the various educational and service functions of a modern community college; 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; budget preparation and control; correct English usage, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; oral and written communication skills.

Ability to: Plan, organize, coordinate and direct the maintenance and operation activities of the District's facilities construction, buildings, grounds and related facilities; prepare budget reports for a large and diversified department; read, interpret, and work from drawings and blueprints and perform inspections; layout, schedule, direct and control a diversified maintenance and operation work program; inspect various construction sites and projects, maintenance and grounds projects; assist faculty, administration and staff in the development of plans for various facilities required to complete the educational and service mission of the District and develop funding strategies for the realization of those plans; work with individuals and small groups in developing the needs of their programs for space and equipment into written statements of the educational specification for buildings; assist the professional consultants in interpreting these educational specifications into building designs; develop accurate cost estimates for various types of facilities; interpret construction drawings; evaluate and recommend approval of construction change orders as the need arises; work with people in the development of their concepts of their space needs in to practical plans for the construction of effective buildings and spaces within those buildings; explain building limitations and legal restrictions and requirements so that lay persons can understand them; operate a computer and appropriate software and other office equipment; 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; oversee facility master plans; oversee state capital outlay plans; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; sit for extended periods of time;

EDUCATION AND EXPERIENCE

Any combination equivalent to: A Bachelor's degree in Business Management, Engineering, Architecture or related field and five (5) years supervisory/management experience in maintenance and construction trades. Community College experience preferred.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license, must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Indoor and outdoor work environment. Be available on-call to respond to emergency situations. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS

Classified Supervisor

E: Essential functions of the job.

Approved 8/2005; Updated 10/06
Leadership IX