



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

CHIEF FACILITIES & OPERATIONS OFFICER

An Administrative Position
Grade AA – Salary Schedule 20

A. General Statement

The Chief Facilities & Operations Officer is responsible to the Executive Vice Chancellor for the leadership, administration, planning and organizational development of all facilities and maintenance operations throughout the District. Manages Facilities Planning & Operations and provides overall policy development for buildings and grounds operations, as well as capital construction and strategic planning for District facilities. The Chief Facilities & Operations Officer is also responsible for disaster preparedness, energy conservation, staff development, safety training and environmental issues. The Chief Facilities & Operations Officer also serves as a liaison with the three College Presidents in addition to various city, county, state and federal agencies in relation to the facilities, maintenance and operations activities at the District.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Design and manage an organizational structure that motivates facilities, maintenance and operations staff and ensures a safe campus environment including reliable, efficient equipment and control systems
2. Ensure compliance with applicable codes, regulations, laws and standards of practice which govern facilities, maintenance and operations activities
3. Develop and implement performance standards for capital construction and facility improvements
4. Analyze relative data to ensure the integrity and longevity of District facilities
5. Oversee specialized maintenance projects and services, such as elevators, pest control, parking and trash removal
6. Provides leadership over the development of strategic plans for facilities and operations in compliance with appropriate local county and state agencies
7. Ensure that construction projects are completed in a timely and cost effective manner
8. Implement standards and procedures for new facilities planning and construction, renovation projects, cost and schedule controls and plan review
9. Responsible for the development of long and short-range hazardous substance, building maintenance and repair strategic plans
10. Responsible for ensuring that all State Educational code, Building codes, OSHA, AHERA, and ADA compliance codes, and regulation are adhered too

11. Responsible for ensuring personnel matters including adequate staffing performance evaluations, discipline and training and work procedures
12. Provide overall leadership and management of staff in maintenance and operations
13. Recommend selection, retention, transfer and termination of department personnel
14. Prepare reports and agenda items that relate to the facilities, maintenance and operations departments and administer the District facilities budget in conjunction with the Executive Vice Chancellor
15. Manage several District programs including the hazardous waste management, recycling, energy conservation, earthquake and other disaster preparedness, safety and related programs
16. Chair and participate on committees to recommend modifications to District policy and related procedures
17. Perform other related duties as assigned

C. Requirements

1. Possession of a Bachelor's degree in facilities management, construction management, or a closely related field **OR an acceptable equivalent of education and experience**
2. Successful experience of increasing responsibility in an educational setting that has included demonstrated knowledge of and skill in capital construction and facilities planning and operation
3. Leadership style that is creative, collaborative, productive and outcome oriented
4. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff
5. Possession of a valid driver's license and the ability to drive a motor vehicle to off-site locations

D. Preferred Qualifications

Possession of a Master's degree in facilities management, construction management, or a closely related field

E. Physical/Other Requirements

This classification requires data comparison, analysis and interpretation; conceptualization; oral communication with small and large groups; persuasive communication; negotiation; confrontation; conflict resolution; coordinating work performed by others; tact, sensitivity, patience; flexibility and adaptability; good memory; attention to details; and prioritization in order to perform the essential functions.

C. Knowledge, Skills & Abilities

1. Demonstrated knowledge of the fundamentals of building engineering and design, local building codes and applicable safety regulations
2. Knowledge and management-level work experience in effective management, technical, and communication skills
3. Knowledge of experience in accounting, budgeting, finance, labor relations, staff supervision and procurement
4. Demonstrated skills in oral and written communication
5. Skill in interpersonal communication, professional relations, and conflict resolution
6. Skill in communicating effectively with people of diverse cultures, language groups, and abilities
7. Demonstrated skills in supervision, budget development, and budget control
8. Experience in supervising a multi-faceted program and diverse workforce
9. Demonstrated use of tact and diplomacy in working with people at various levels within an organization
10. Ability to provide leadership, direction, and support in all areas related to facilities planning, operations, capital construction, and safety
11. Skill in effectively managing budgets and coordinating the use of facilities
12. Skill in effectively managing faculty and staff

13. Ability to promote and adhere to the principles of participatory governance

14. Ability to ensure timely and accurate preparation and submittal of comprehensive reports as required

(1/2022)