



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR OF MAINTENANCE & OPERATIONS

An Administrative Position (Exempt)

Grade AE - Salary Schedule 20

A. The Position

Responsible to the Vice Chancellor of Facilities Planning, Maintenance & Operations for the development and management of all District Facilities Operations and scheduled maintenance to include the three colleges and the Chancellor's Office site. Provides leadership, management and overall policy direction for operational and facilities maintenance to include personnel training, maintenance scheduling, building systems design review, construction projects; budget preparation, execution, conciliation, and oversight; development of the District's Five Year Scheduled Maintenance Plan, and submission of major maintenance and repairs projects and all associated documents to the State Chancellor's office. Serves as the District representative and liaison to the State Chancellor's office on all State sponsored Scheduled Maintenance and Special Repairs & Hazardous Substance Removal Programs.

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. Provide leadership, supervision, and training to the Facilities Operations Managers to include time management, programming, facility technical competencies (HVAC, mechanical, plumbing, carpentry, electrical, janitorial, landscaping, utility, locksmith, computerized facilities management systems & general contracting), budget manipulation, project management, employee relations, negotiations, and team building.
2. Coordinate and provide District level supervision and project management on all complex, repair, maintenance, renovation & hazardous substance projects District-wide.
3. Responsible for the development of standard operating District maintenance and repair procedures, design & building standards of performance, quality control and qualitative measurements.
4. Effectively work and execute independent judgment in a variety of major and minor problems. Must be able to problem solve.
5. Responsible for the exchanges of information with District and campus management, staff, Facilities Operations Managers, vendors, business representatives, designers, contractors, other educational institutions, regulatory agencies, and other organizations regarding planning, implementation, and scheduling of construction, repair, and maintenance projects.

6. Responsible for the development of long and short-range hazardous substance, building maintenance and repair strategic plans.
7. Responsible for ensuring that all State Educational Code, building codes, OSHA, AHERA, and ADA compliance codes, and regulation are adhered to.
8. Responsible for ensuring personnel staffing
9. Complete performance evaluations and conduct discipline and training as appropriate.
10. Responsible for emergency preparedness, safety, disaster, energy conservation, sustainability, recycling and other District wide programs.
11. Responsible for ensuring facilities online database is maintained and updated accordingly.
12. Develops, implements, and monitors standards and procedures for facilities planning and renovation projects, cost and schedule controls and plan reviews; monitors the work of architects, engineers, inspectors and other contractors on District wide projects.
13. Direct responsibility for all Hazardous Substance removal, Scheduled Maintenance and Repair, Barrier Removal projects District wide.
14. Provide direct supervision and evaluation to the Campus Supervisors and their subordinates.
15. Has indirect responsibility for all facilities personnel assigned to assist in the conduct of all scheduled maintenance and repair projects.

C. Requirements

- A combination of education and experience equivalent to a Bachelor's degree in business management, engineering, architecture, construction management, facility management or a related field
- 5 years' experience with responsibility for facilities planning, maintenance, and or construction management
- Management level work experience that has demonstrated effective leadership, technical knowledge, communication and interpersonal skills
- Understanding of, and experience in accounting, budgeting, finance, collective bargaining, risk management, staff supervision, construction and facility management, general procurement, OSHA, AHERA, ADA codes & regulations, program development, project management and public contract code
- Possession of a valid California Drivers' License (or ability to obtain one) and the ability to safely drive a motor vehicle are required
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff

D. Preferred

- Master's degree, and or possession of a General Contractor's License; and or Certified Facility Manager (CFM) credential is desired
- Experience in an educational setting with responsibility for facilities planning, maintenance, and or construction management, with demonstrated skills in supervision, budget development and execution, building management and security systems, crisis management, emergency preparedness, project management, negotiation, collective bargaining, team building; and interpersonal skills.

E. Physical/Other Requirements

This classification requires sustained physical activity indoors and outdoors with exposure to climate changes, chemicals, odors and fumes; bending, stooping, kneeling, climbing ladders and stairs; working on elevated platforms; pushing, pulling, moving moderate to heavy objects; standing for long periods; walking; manual

dexterity; ability to sit at a workstation and use a computer for periods of time; and the ability to safely drive a motor vehicle in the performance of assigned tasks in order to perform the essential functions.

F. Knowledge, Skills & Abilities

1. Knowledge of ADA, AHERA, OSHA, educational, building codes, regulations, and laws applicable to building construction, renovation, repair and maintenance
2. Knowledge of strategic planning for long and short-range maintenance projects, and related safety, environmental, budgeting, inventory, and staffing requirements
3. Knowledge of public contract code, bid procedures and related regulations
4. Skill in directing, coordinating, supervising, and evaluating the work of others
5. Skill in establishing and maintaining effective work teams
6. Skill in oral and written communication
7. Skill in communicating effectively with people at all levels within an organization
8. Skill in computers to include maintenance management & security monitoring systems, data entry, modification, and retrieval
9. Skill in researching and compiling statistical, financial and other data for reports
10. Skill in respectful, tactful and sensitive interaction with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds
11. Ability to work in a fast paced, non-stop high energy environment

(5/2018)