

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: DIRECTOR OF MAINTENANCE & OPERATIONS

#### BASIC FUNCTION:

Under the direction of an area administrator, plan, organize, coordinate and direct the maintenance, grounds maintenance, custodial, warehouse, and recycling operations of the district; direct and coordinate the district transportation program including maintenance and repair; provide direction and coordination of the maintenance, refurbishing, and remodeling of district facilities; assist with the implementation of District disaster preparedness program; train, supervise, direct, evaluate, and participate in the selection of assigned staff.

#### REPRESENTATIVE DUTIES:

Plan, organize, coordinate, and direct the maintenance, grounds maintenance, custodial, warehouse, and recycling operations of the district; plan and schedule the maintenance and repair of buildings and grounds; oversee and coordinate a campus wide recycling program; prepare bid specifications for maintenance, refurbishing, and remodeling activities; prepare work schedules and assign to appropriate personnel. **E**

Develop, organize, and implement a campus wide recycling program that supplements the annual operating budget for the recycling program and encourages sustainability and environmental stewardship from all members of the College community. **E**

Assist with the coordination of the campus safety program; conduct regularly scheduled safety training for department personnel in coordination with the district designated representative; coordinate and oversee the district's hazardous material and waste program; monitor and update the district's Business Plan as required by law; inspect facilities and work in progress and upon completion to assure that work complies with laws, specifications, time lines, and safety requirements. **E**

Solve personnel and technical issues and determine the appropriate personnel, equipment and material requirements; evaluate work projects to determine personnel, equipment, materials and time requirements; determine the need to seek outside contractor services and develop specifications as needed. **E**

Implement and supervise the comprehensive energy conservation and preventive maintenance programs for the District, including but not limited to supervision of the operation and maintenance of the Central Plant and energy management system; maintain E.P.A. approved certification as a Universal type technician. **E**

Train, supervise, direct, evaluate, and participate in the selection of assigned staff; train personnel regarding proper methods and procedures of work, supply, and equipment requirements and operational priorities of work. **E**

## **Director, Maintenance & Operations- Continued**

Provide specific and general direction to assure effective and efficient use of resources to maintain the District plant, equipment, maintenance, custodial, and grounds keeping operations. **E**

Assist with the implementation of the District's disaster preparedness program; assume leadership in emergency situations; assist in disaster training exercises for other district personnel and students as required by law and district policy; maintain and implement the emergency plan to shut down the campus electrical system upon request of the utility company. **E**

Prepare and maintain a variety of records and reports related to assigned areas of responsibility, such as hazardous material records, health inspections, integrated waste management, recycled material refunds, records retention and destruction, payroll, and other documentation as required; prepare and maintain work orders and records related to work performed. **E**

Direct and coordinate the district transportation program, including maintenance and repair; direct and coordinate the functions associated with the renting/leasing of vehicles for district use; coordinate the process of using district vehicles for travel within and outside the district. **E**

Direct and coordinate the district warehouse operations; maintain the district's fixed asset and equipment inventory through regular spot and full inventories; monitor and oversee the district's document retention and destruction program in compliance with established Board policies and administrative procedures; supervise and direct the warehouse personnel. **E**

Communicate with District personnel, departments, and outside contractors and civic organizations to exchange information, prioritize, coordinate activities, and resolve issues, concerns, and questions. **E**

Develop and manage the annual departmental budget; recommend personnel needs; prepare cost estimates regarding required work projects. **E**

Direct a variety of District programs and reporting to assure compliance with federal, State, and district rules and regulations. **E**

Operate a computer terminal and applicable software to develop spreadsheets and maintain related data; operate a vehicle and a variety of skilled maintenance equipment and tools. **E**

Attend meetings and workshops and serve on committees as directed; conduct employee hazard awareness, disaster preparedness training, and health and safety seminars as necessary, in coordination with other district personnel. **E**

Perform minor maintenance and repair to District equipment as necessary. **E**

## **Director, Maintenance & Operations- Continued**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Methods, practices, equipment, and supplies used in the maintenance and repair of structures and grounds keeping.

Practice, procedures and legal requirements related to the maintenance and operations of college vehicles.

Electrical, plumbing, carpentry, painting and drywall, air conditioning/heating, paving, grading, and snow removal.

Standard safety practices and principles.

Disaster preparedness and emergency procedures.

Inventory control and budget development and management.

Laws and codes controlling the repair and construction of college facilities.

Requirements of maintaining buildings and facilities in good repair.

Safety requirements for maintenance and operations of District buildings, grounds and equipment.

EPA rules and regulations pertaining to handling and storage of hazardous and toxic materials.

Proper methods, materials, tools, terminology and equipment used in the building maintenance trades.

Applicable building codes, ordinances, fire regulations and safety precautions.

Principles and practices of administration, supervision and training.

District organization, operations, policies and objectives.

Operation of a computer terminal and data entry techniques.

Record-keeping techniques.

Oral and written communication skills.

Health and safety regulations.

Inventory methods and practices.

Warehousing operations and techniques

Technical aspects of field of specialty.

#### **ABILITY TO:**

Plan, coordinate and supervise the District maintenance and operations program including buildings, grounds, warehouse, security and transportation.

Assume leadership in emergency situations.

Assign, train, supervise and evaluate the work of others.

Evaluate new products and recommend usage.

Estimate time and materials needed on a wide variety of projects.

Determine priorities and schedule work accordingly.

Interpret plans, blueprints and specifications.

Maintain accurate records and make projections where appropriate.

Understand, interpret and apply policies, laws, rules and regulations.

Communicate effectively with others both verbally and in writing.

Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic and disability

## **Director, Maintenance & Operations- Continued**

backgrounds.

Exercise initiative and independent judgment.

Work variable hours, including evenings as needed.

Inspect facilities for maintenance and repair needs and fire, safety and health hazards.

Order parts and supplies according to established guidelines.

Operate a computer terminal to enter data, maintain records and generate reports.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Analyze situations accurately and adopt an effective course of action.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Observe health and safety regulations.

Operate, service, and make minor repairs on equipment.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration or related field to maintenance and construction and five years experience in building maintenance including two years experience in a supervisory capacity.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

### **WORKING CONDITIONS:**

Indoor, outdoor and shop environment; subject to driving from site to site to conduct work; subject to adverse weather conditions; subject to noise from equipment operation.

Position requires heavy lifting (over 50 pounds), standing and walking for extended periods of time, climbing, bending at the waist, crawling, kneeling, reaching, pulling, pushing, carrying, climbing ladders and working at heights, manual dexterity to operate power tools and equipment, and seeing to observe needed repair and to produce repairs.

Incumbents may be exposed to working on ladders or scaffolding, high voltage, fumes, dirt, working in a cramped or restrictive work chamber, and working around and with machinery having moving parts.