CLASS TITLE: EXECUTIVE DIRECTOR OF FACILITIES AND OPERATIONS

BASIC FUNCTION:

Under the direction of an area administrator; plan, organize, and direct the functions associated with facilities construction, development of public works contracts, and the resolution of construction claims; direct capital outlay appropriations expenditures and reimbursements; research and direct a variety of special projects as assigned; train. Assign, lead, or supervise and evaluate the work of assigned clerical personnel. 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, and direct the bid process; develop bids, conduct pre-bid meetings, direct and participate in the opening of bids, and report bid results to the Board of Trustees; develop agreements, bonds, and other required documents. E

Prepare and process change orders for presenting to the Board of Trustees, and for billing and payment. E

Research and compile information to prepare capital outlay reimbursement claims in accordance with Chancellor’s Office guidelines; compile data to complete quarterly capital outlay reports on projects approved by Chancellor’s office. E

Supervise stop notice and payment bond remedies in accordance with Civil Code and Government Code; address subcontractor claims; address requests for, or substitution of subcontractors. E

Research and direct a variety of special projects as assigned; communicate with District, County, State, or public officials to exchange or gather information; compile, arrange, and present information in written and oral form to assist with management decision making. E

Coordinate communications and activities, and provide information to other District departments and personnel, students, educational institutions, vendors outside organizations, and the public as related to facilities construction and contracts. E

Approved by BOT 12.08.15
Train, assign, lead, or supervise, and evaluate the work of assigned clerical personnel; complete performance evaluations; participate in selecting student workers; assure completion of all assignments in accordance with established time lines and approved procedures. E

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

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

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:
Organization, Policies, and procedures of facilities (public works) construction and contracts.
Specialized or extensive policies, procedures, objectives, and requirements of facilities construction and contracts.
Principles of supervision and training.
Administrative analysis and report writing techniques.
Budget preparation and monitoring and control methods and procedures.
District organization, operations, policies, and objectives.
Automated equipment and advanced operating procedures of word processing and spreadsheet software applications.
Applicable sections of State Education Code, Public Contract Code, Civil Code, Labor Code, and other applicable laws, including the Privacy Act.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Telephone techniques and etiquette.
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.
Health and safety regulations.
Inventory methods and practices.
Warehousing operations and techniques.
Technical aspects of field of specialty.

ABILITY TO:
Plan, organize, and direct the functions associated with public works construction, development of public works contracts, and resolution of construction claims.
Plan, organize, and direct the bid process.
Prepare and process change orders.
Fill requests for certified payrolls in accordance with California Labor Code Prevailing wage requirements.
Research and prepare capital outlay reimbursement claims.
Supervise stop notices and payment bond remedies.
Address claims of and requests for subcontractors.
Research and direct a variety of special projects.
Train, assign, supervise, and evaluate the work of assigned clerical personnel.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Develop and conduct oral and written presentation.
Compose and produce letters, reports, and other correspondence.
Operate a computer terminal and microcomputer to enter data, maintain records, and generate reports.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
Meet schedules and time lines.
Work confidentially with discretion.
Analyze situations accurately and adopt an effective course of action.
Make decisions in procedural matters.
Complete work with many interruptions.
Maintain a variety of records including statistical and financial data.
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 backgrounds.
Exercise initiative and independent judgment.
Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
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.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: bachelor's degree in business administration or related civil Engineering field and five years’ experience in Facilities Construction, and building maintenance; including two years of experience in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:
Valid California state driver’s license. Experience should include one project completed under Title 24 of State Building Code (School Construction).

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.