

College of the Redwoods

Position Description

Position: Director, Facilities and Planning	Position Number:
Department: Facilities	FLSA: Exempt
Reports to: VP, Administrative Services	Salary Grade: 127

Summary

Under the direction of the President/Superintendent the Director of Facilities & Planning oversees the maintenance and operation of the District's physical facilities and grounds; supervises maintenance and operation staff and the Manager, General Services; prepares and maintains the maintenance department budget. The Director applies a blending of knowledge of construction trades, and building and infrastructure maintenance blended with administrative and instructional support.

Essential Duties and Responsibilities

- Under direction of the President/Superintendent, assist with long-term Districtwide capital facilities planning integrating all locations to assure a high quality, low total cost of ownership (TCO) District facilities. Chairs the District's Facilities Planning Committee.
- Administer and supervise all phases related to maintenance, facilities planning, safety and health hazards.
- Directs, plans and executes Districtwide facilities planning and maintenance services including long term planning and provisioning of necessary personnel, equipment and service contracts.
- Directs day-to-day organization, staffing, work assignments, and operational activities for maintenance services and projects including construction, repair, and operation of utilities, heating and cooling systems, and energy management.
- Reviews and approves work orders and scope of work for in-house projects and contract work. Creates material and equipment specifications and manuals, estimates costs for labor and materials, and schedules and sequences work and/or works with outside contractors/consultants.
- Prepares and develops budgets for maintenance, warehouse, deferred maintenance and one-time funded projects; review and approve maintenance and operations requisitions within budgetary limitations.
- Provide technical expertise, information and assistance regarding assigned functions; supervise skilled workers in the performance of new construction, major repairs and alterations of District facilities.
- Responsible in development of plans and specifications for work to be completed; review cost estimates submitted by outside contractors; recommend or determine equipment and materials to be purchased.

- Communicate with other administrators, vendors, State and government agencies and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Inspect buildings, equipment and grounds for fire, safety and health hazards;
- Communicate and work with staff, consultants, engineers, architects, and contractors to assist and help ensure compliance with the specified scope of projects and assist with the construction design.
- Prepares and submits Chancellor's Office FUSION reports
 - Incumbent will act as one of the District environmental health and safety designees to maintain compliance with CalOSHA and related rules. Incumbent will attend periodic training workshops to stay current on rules, will chair a District committee and will direct risk management staff in routine duties to ensure ongoing compliance.
 - Assure compliance with laws, codes, regulations, and health and safety precautions related to maintenance and operations activities.
 - Must be available for, and respond to, call-ins during off hours and weekends as requested.
 - Other duties as assigned.

Qualifications

Knowledge and Skills

- Thorough knowledge of building maintenance and operations for the areas including and not limited to the installation, operation, maintenance and repair of the lighting, air conditioning, electrical, plumbing, carpentry, masonry, painting, locksmith, and mechanical systems.
- Working knowledge of building management systems for access, safety, and energy efficiency.
- In-depth knowledge of regulations for accommodating the handicapped.
- Knowledge and understanding of the rules, regulations and safety orders of the Division of Industrial Safety as applied to construction, operation and maintenance of buildings.
- Math skills in preparing budgets, estimating materials, measuring distances, and costs.
- Oral and written skills to prepare correspondence, reports, and specifications.
- Knowledge of the principles and best practices of maintenance administration including supervision of others, general human resources management, budging, purchasing, and project management.
- Knowledge of student services and the nature of instructional support on a college campus.
- Well-developed human relations skills to build a service oriented team, convey technical instructions, and work collaboratively with internal customers.

Abilities

- Ability to carry out all responsibilities of the position.
- Ability to plan, organize, and supervise work programs that optimize the use of staff.
- Ability to establish collaborative work relationships with departments, outside contractors, and the public.
- Ability to operate vehicles, equipment, and tools used in maintenance and operations and instruct others.
- Ability to organize and sequence project steps to accomplish efficiency with use of labor and materials.
- Ability to observe work habits and give one-on-one or small group training in safety and best practices.
- Ability to prepare time and material estimates, interpret building codes, read, interpret, and translate blueprints and schematics.
- Ability to show proactive customer service and sensitivity to a diverse population of students, faculty, and campus visitors.
- Ability to prepare and manage departmental budget.

Physical Abilities

Requires sufficient ambulatory ability to stand and walk for extended periods of time; bend and stoop on an intermittent basis; to carry or lift light to medium weight objects on a frequent basis (up to 50 lbs. unassisted). Requires visual acuity and depth perception, arm-hand-finger dexterity, and hand-eye coordination to operation control panels and keyboards. Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.

Education and Experience

Associate of Arts degree or equivalent in related field and eight (8) years of increasingly responsible maintenance, operations, and facilities experience. A Bachelor's Degree in Business Construction Management, Engineering or related field will substitute for some experience. Position requires three (3) years of supervisory experience in maintenance, operations or facilities.

Licenses and Certificates

- A valid CA driver's license.
- Project Management Certificate desirable.