

College of the Redwoods

Position Description

Position: Director, Maintenance and Operations	Position Number:
Department: Maintenance	FSLA: Exempt
Reports to: Vice President, Administrative Services	Salary Grade: 127

Summary

Reporting to the Vice President, Administrative Services, the Director is responsible for overseeing and coordinating all phases of facility activities and operations, including maintenance, custodial, grounds, and security. Coordinates departmental activities with other departments and outside agencies.

Essential Duties and Responsibilities

- Coordinate the day-to-day organization, staffing, and operational activities for programs for the District including HVAC systems, waste water systems, pool maintenance, gardening, custodial services, and public safety.
- Oversee and implement the preventive maintenance program.
- Provide long range planning in assigned areas of responsibility.
- Oversee compliance with appropriate laws, codes, and regulations.
- Select, train, motivate, and evaluate personnel. Provides or coordinates necessary staff training.
- Manage the development and implementation of the goals, objectives, policies, and priorities for each assigned service area.
- Supervise, assign, and review the work of Custodial Manager or Lead Custodian responsible for providing custodial services for the District.
- Assist in the development of adequate staffing and resources for areas of responsibility.
- Assist in the development and administration of the Budget. Processes expenses, ensuring proper use of labor and materials.
- Identify opportunities for improving the efficiency of service delivery processes and/or methods.
- Supervise and assist the Security Manager or Lead Security Officer responsible for the adequate operations of the Security Department.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

Requires thorough competency, full seasoning and knowledge of building maintenance and operations. This includes knowledge of complex practices and principles of the installation, operation, maintenance and repair of the lighting, air conditioning, electrical, plumbing, carpentry, masonry, painting, locksmithing, welding and other mechanical systems. Requires a thorough knowledge of the UBC including public school regulations for accommodating the handicapped. Must know the rules, regulations and safety orders of the Division of Industrial Safety as applied to construction, operation and maintenance of buildings. Requires skills in preparing reports, budgets and correspondence. Must have full awareness of regulations, policies, codes and laws applicable to the position.

- **Abilities**

Must be able to plan, organize, direct and coordinate the work of supervisory, professional, and trades personnel; delegate authority and responsibility; prepare and administer large and complex projects and budgets. Must be able to allocate limited resources in a cost-effective manner; and have the ability to sequence and execute a high volume of work projects. Must be able to prepare clear and concise reports. Must have the ability to read, understand, and interpret plans, blueprints, and specifications for building and grounds projects as well as the ability to prepare cost estimates, write construction or equipment specifications, and prepare bids.

- **Physical Abilities**

Requires sufficient ambulatory ability to inspect premises, including some ability to bend, stoop, and walk in confined areas. Sufficient visual acuity to read detailed drawings, recognizing words and numbers. Sufficient auditory ability to carry on conversations in person and over the phone and make presentations to large audiences. Normally works in an office setting with minimal exposure to safety or health hazards. May periodically work outside with exposure to inclement weather.

- **Education and Experience**

The position requires an Associates degree with major coursework in engineering, architecture, industrial technology or a related field plus mastery of at least one of the technical trades plus 6 years increasing responsibility in building maintenance and operations including 3 years supervisory experience. Alternatively, requires a Bachelors degree in civil engineering or construction management and 2 years of experience.

- **Licenses and Certificates**

A valid drivers license.