

COLLEGE OF MARIN JOB DESCRIPTION

ASSISTANT DIRECTOR OF FACILITIES PLANNING, MAINTENANCE AND OPERATIONS (Classified Management)

Purpose Statement: (Duties, General Description)

Reporting to the Director of Facilities Planning, Maintenance & Operations, the Assistant Director of Facilities Planning, Maintenance and Operations plans, organizes and directs operations and employees in the areas of maintenance, grounds and operations activities for the district. The incumbent will act in the absence of the Director of Facilities Planning, Maintenance and Operations.

Diversity Statement:

College of Marin strives to embrace diversity in all forms; it strives to be an inclusive community that fosters an open, enlightened and productive environment and demonstrates sensitivity to and respect for a diverse population.

Essential Functions:

Plan, organize and provide daily supervision of a variety of programs, projects and activities related to maintenance, custodial, grounds, facilities planning, enhancements, warehouse and mail services, safety and health hazards.

Assist in the development of plans, specifications, bid documents and related materials; evaluate bids and recommend award of contracts for capital outlay projects, equipment and major repairs.

Assist in the preparation and development of budgets for maintenance, custodial, grounds, 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 alternations of District facilities.

Assist in the 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; recommend or require proper elimination of hazards; inspect buildings relative to energy usage and savings; evaluate and recommend cost-saving methods.

Supervise and evaluate the performance of assigned staff in accordance with District guidelines, personnel policy and procedures and collective bargaining contracts; participate in screening committee meetings and other committees as necessary; plan, coordinate and arrange for appropriate training of staff.

Utilize Maintenance Management Software (i.e., School Dude) to plan and implement a systematic program of preventive maintenance; establish priorities for maintenance and special projects; develop procedures to assure that routine and emergency maintenance needs are resolved.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to facilities and other assigned functions.

Assure compliance with laws, codes, regulations, and health and safety precautions related to maintenance and operations activities.

Consult with engineers on heating, mechanical and electrical requirements of new and renovated buildings; maintain utility and energy management systems.

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Maintain inventory records of fixed assets; prepare documentation, evaluate and recommend disposition of surplus property.

Plan, coordinate and direct administrative functions such as key control, telephone usage and equipment, and hazardous materials management.

Attend, conduct and participate in meetings, seminars, committees and conferences.

Perform other related duties as assigned.

Knowledge, Skills and Abilities: (Desirable Attributes & Skills)

KNOWLEDGE is required to: perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and solve practical problems. Planning, organization and direction of a maintenance and operations department. Budget preparation and control. Modern practices, procedures and equipment used in building, grounds and equipment maintenance and repair. HVAC systems and primary and secondary power distribution systems. Building and Fire Codes. Modern office practices, procedures and equipment. Principles and practices of administration, supervision and training. Cost analysis techniques. Applicable laws, codes, regulations, policies and procedures. Contract preparation and administration. Modern management theory and practice in higher education and unionized environments.

SKILLS are required to: perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in the computer labs and classrooms; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications. Use of new or additional equipment or software brought about by new technology shall be incorporated consistent with the level of responsibility and complexity of this job.

ABILITY to: effectively communicate verbally and in writing with District employees, building occupants, contractors, and property management personnel. Provide technical expertise regarding maintenance and operations activities and functions and supervise skilled trades' personnel in the performance of their duties. Formulate and develop cost-saving plans for assigned areas of responsibility. Prepare and maintain budget, financial and statistical records. Train, supervise and evaluate personnel. Ability to develop and maintain positive and constructive working relationships with subordinates, peers, and customers internal/external to the college. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Analyze situations accurately, problem solve and adopt an effective course of action. Meet schedules and time lines. Work independently with little direction. Plan and organize work. Direct the maintenance of a variety of records and files related to facilities and other assigned functions. Support District Diversity goals and activities to foster an inclusive environment and demonstrate sensitivity to and respect for a diverse population.

Minimum Qualifications/Position Requirements (Education & Experience):

- A Bachelor's degree or an equivalent combination of education and experience.
- Five years' experience in the maintenance and operations of a facility and journey-level experience in at least one of the building trades.
- Five years of increasingly responsible management/supervisory experience in the area of maintenance, operations, and facilities.
- Minimum of three years journey-level experience in the operation, repair and maintenance of facilities equipment with a thorough understanding of electrical, mechanical and hydraulic systems, emergency generation and distribution and life safety systems.
- Computer literacy in Window's based software environment.
- Willingness to obtain required certifications for facilities and grounds activities.

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- Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Other Requirements:

Incumbent must be available for, and respond to, call-ins during off hours and weekends as requested.

Certificates & Licenses:

- A valid California driver's license.
- The incumbent will be required to satisfactorily complete and obtain appropriate certifications and or licenses i.e. (Cal OSHA certificates, Hazmat, IPM, Qualified Applicator, Back-Flow Preventer, etc.) in areas as required within two years after start of employment.

Clearances: Criminal Justice/Fingerprint clearance; Tuberculin (TB) Risk Assessment; and clear DMV record.

FLSA Status: Exempt

Classification Category:

The Assistant Director of Facilities Planning, Maintenance and Operations is a classified administrative position, in compliance with all applicable sections of the California Education Code.

Salary Range: Management 3

Date: December 1, 2015