

## **DIRECTOR, PHYSICAL PLANT AND FACILITIES**

### **CLASS SUMMARY**

Under administrative direction, this position is responsible for planning, organizing and directing overall facilities programs and maintenance operations on campus and for extension sites. Performs related duties as assigned.

### **REPRESENTATIVE DUTIES**

Plans, organizes, evaluates and directs the overall facilities programs and maintenance operations functions including facilities management, campus maintenance and operations, grounds, custodial services, including overseeing the operation of the chilled water central plant and its related systems;; coordinates campus facilities development, preventative maintenance and special repair projects, including all major infrastructure repairs and maintenance such as central plant, HVAC systems, fire alarm systems coordinating with district safety and security, parking lots; develops and outlines the appropriate scopes of work, coordinates the planning and procurement of services, develops requests for proposals, evaluation of proposals, solicitation of quotes, and development of contracts to secure professional services and products; directs and coordinates campus facilities use and processes contractual agreements related to the use of facilities; initiates, reviews and approves scopes of work, specifications, manages the work order system and its work orders, and service requests; administer and manage vendor contracts including change orders, claims, stop notices, time sheets, requisitions and other documents related to contracted work for assigned programs, operations and activities; develops, prepares and maintains a variety of detailed and comprehensive reports, records and files related to assigned operations; coordinates with district facilities planning for the preparation of the campus annual space inventory; manages key inventory, issuance and control; maintains inventory control of campus equipment; directs and coordinates the use and maintenance of campus vehicles; coordinates with district facilities planning in the development and implementation of the facility masterplan and capital construction projects; maintains all "as-builts" on buildings and sites; confers with college and district officials in the planning of modifications to facilities; directs and coordinates campus environmental, safety and training programs, including illness and injury prevention, hazardous materials, and emergency response in coordination with district safety and security; manages the campus hazardous waste program; inspects facilities and grounds for safety hazards and maintenance needs and determines priorities; directs and coordinates the implementation of the campus energy management plan and building management system; develops and prepares the annual preliminary budget for the department; monitors and controls budgeted expenditures;; maintains communication with college and district personnel, vendors, governmental agencies, and various outside organizations to exchange information, resolve conflicts

### **DIRECTOR PHYSICAL PLANT AND FACILITIES cont'd**

and issues and coordinate the activities of assigned programs and operations; organizes, attends or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes; plans, organizes and arranges appropriate training and staff development activities; learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized and timely manner; performs related duties as assigned.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated administrator and supervises personnel assigned to the department.

### **REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** A Bachelor's degree in business, public administration or a related field (experience may be substituted above the level of an AA degree on a year for year basis) ; three years of increasingly responsible management experience in facilities, maintenance and operations functions; demonstrated experience in administering facilities and maintenance operations functions, including buildings and grounds; demonstrated experience with facilities planning and management, including scheduled and preventative maintenance and new construction; demonstrated experience overseeing operation of a chilled water central plant;

**Desirable Experience:** Experience in a public educational agency is desirable.

**License: Must possess a valid and appropriate California Driver's License.**

**Knowledge of:** Comprehensive understanding of the methods, practices, equipment, and supplies used in the building construction trades; repair and remodeling of school buildings and equipment; the Division of State Architect requirements, District organization, operations, policies and objectives related to facilities planning, construction, maintenance and operations, and contractual agreements for services; California Community College Construction Act, Capital Outlay Budget Handbook, Scheduled Maintenance and Special Repair Program, and Hazardous Substance Program; competitive bidding process, California Uniform Public Construction Cost Accounting Act, contract administration practices, and general facilities planning; federal and state laws and regulations related to facilities planning and construction; applicable building codes; the related legal provisions of school buildings and fire and safety regulations, construction plans and engineering drawings; preventative maintenance programs and computerized maintenance management systems; chilled water central plant systems; air conditioning, heating and ventilation, electrical and plumbing systems and their upkeep; appropriate software and databases; record keeping procedures; business and shop math applicable to the building trades; custodial and grounds maintenance operations; principles of supervision and training;

**DIRECTOR PHYSICAL PLANT AND FACILITIES cont'd**

appropriate safety precautions and procedures.

**Ability to:** Plan and organize a program involving maintenance, repair of buildings, and building equipment; work with grounds and custodial managers on programs; analyze and evaluate facility and building modification requests, facilities planning and construction proposals, budgets, contracts, and contractor performance/compliance; lead and supervise public works construction contract activities; exercise good judgement and initiative in resolving problems and making recommendations;;; plan, organize, and prioritize work; estimate costs of maintenance work such as construction of walls, partitions, cabinets, repair of damage, painting, repair and installation of plumbing, repair and installation of electrical systems and repair of equipment; ; interpret blueprints and plans; meet schedules and time lines; perform personnel management functions in accordance with contracts, regulations, practice and policy; carry out broad District policies; communicate effectively, both orally and in writing; operate a vehicle observing legal and defensive driving practices; understand oral and written instructions; work independently with little direction; supervise, train, and provide work directions to others; establish and maintain effective working relationships with others.