

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Director, Facilities Operations	Management Team Supervisory	Range: 13.0

JOB DESCRIPTION:

Under general direction of the Dean, Facilities Planning and Operations, schedules, assigns, reviews, and supervises the work of all employees in Facilities Operations representing a variety of work skills necessary for the maintenance, custodial services, and repair of the District's facilities, buildings, grounds, and equipment; participates in the design, review, and planning of new construction and remodeling projects; and does related work as required. May serve as Dean, Facilities Planning and Operations in his/her absence.

SCOPE:

The Director, Facilities Operations provides direct management and supervision to personnel involved in the maintenance and repair of buildings and equipment; the care and cleaning of buildings and grounds; the operation of heating, air conditioning, and ventilating systems; plumbing and electrical systems; the auto shop and pool maintenance for all District properties. Assists the Dean, Facilities Planning and Operations, with providing facilities and operational input on new building design and on remodel-improvement projects, including working closely with engineers and architects in the specification development stages of these projects.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Schedules, coordinates, directs, and supervises the work of all maintenance and skilled maintenance employees in all areas of the Facilities Operations department.
2. Receives and reviews requests for services (i.e., work orders) from all departments on the various campuses, Districtwide and determines order of priority, estimates labor and material needs, and prepares work schedules to respond to work orders.
3. Trouble-shoots and responds to all after-hour issues regarding the operational aspects of the facilities such as HVAC issues, fire alarm malfunctions, electrical outages, water leaks, etc.
4. Assigns preventive maintenance work on a regular schedule to check such items as lighting and electrical equipment, emergency generators, heating and air conditioning, control systems, swimming pool equipment and all District vehicles.
5. Develops material lists, costs and labor estimates for service requests and maintenance projects. Prepares or assists with specifications for bidding of minor buildings and repair projects, including preliminary specifications on work that will be contracted out by Facilities Operations.
6. Updates and maintains list of District facilities equipment, including life-cycle and replacement costs.
7. Assists the Dean, Facilities Planning and Operations, in checking specification, plans and architectural drawings for all District buildings for completeness for new or remodeling projects.

DIRECTOR, FACILITIES OPERATIONS

8. Represents and has signature authority for the District on facility matters as approved by the Dean, Facilities Planning and Operations.
9. Assists the Dean, Facilities Planning and Operations in providing District administrators with maintenance recommendations on new and remodeling projects, including cost estimates on items.
10. Directs, coordinates, and implements in-service training programs in correct methods of repair and operation of building systems and equipment and safety techniques.
11. Prepares and recommends the budget for maintenance, the auto shop, and swim center to the Dean, Facilities Planning and Operations.
12. Maintains stock of supplies and parts for Facilities Operations. Keeps District facility inventory current and documented.
13. Supervises and directs contractors and skilled maintenance workers on maintenance and contract jobs.
14. Maintains infrastructure related systems, such as photovoltaic generation and co-generation mechanical plant.
15. Maintains service and inspection records on District vehicles including smog records. Meets with C.H.P. yearly for inspection of all class B vehicles.
16. Maintains inspection records on all boilers, fire extinguishers, emergency lighting systems and fire alarms.
17. Working with various departments District-wide, coordinates and maintains facilities' regulatory compliance.
18. Maintains M.S.D.S. sheets on all area materials purchased.
19. Manages the energy management system.
20. Supervises re-keying of buildings, repair locks and door hardware. This includes establishing, updating and managing the District's key issuance process.
21. Works with the Director, Purchasing when replacing or ordering new or used District vehicles.
22. Serves on District committees as assigned.

KNOWLEDGE OF:

1. Tools, materials, and standard practices of the various building and equipment trades.
2. National Plumbing Code, National Electric Code and California Codes (e.g. CCR Titles 8, 22, 24).
3. Principles of supervision and leadership.
4. Disabled access codes, smog regulations for vehicles and class B vehicles regulations.

DIRECTOR, FACILITIES OPERATIONS

5. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.

ABILITY TO:

1. Read and interpret building plans, blueprints and drawings.
2. Supervise and evaluate the work of department managers, skilled maintenance workers and other assigned staff.
3. Estimate types and quantities of materials needed.
4. Keep records and prepare reports.
5. Follow oral and written directions.
6. Maintain cooperative relationships with those contacted in the course of work.
7. Interpret, apply, and explain rules, regulations, policies, and procedures.
8. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Education:

An earned Associate's degree; completion of a certified apprenticeship program in one of the building trades; completion of college or trade/technical level course work in construction management, blueprint reading, construction estimating and other related construction trades, or the equivalent.

Experience:

Facilities management experience in higher education, preferably in a community college. Journeyman experience in one of the building trades preferred. Additional experience in supervising skilled maintenance workers, as well as maintaining facilities budgets and generating facilities reports.

SUPERVISION RECEIVED:

The Director, Facilities Operations reports to the Dean, Facilities Planning and Operations.

SUPERVISION EXERCISED:

The Director, Facilities Operations supervises department managers, skilled maintenance workers, classified employees STNC and student employees as assigned.

Board Approved: 03/10/09