

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Director, Facilities Operations	Management Team Management	Range: 14.5	Days: 224

JOB DESCRIPTION:

Under direction, administers, plans, organizes and directs all district-wide maintenance, operation, and vehicle fleet programs of facilities, new construction, grounds development and maintenance, custodial care of buildings; administers the facilities energy conservation programs, employee safety (Cal/OSHA) regulations, vehicle fleet and equipment repair programs; administers physical plant operations of the Food Services, Bookstore, and Student Services; responsible for District space inventory preparation and deferred maintenance program; participates/assists in development of 5 year capital outlay program for the District; and does related work as required.

SCOPE:

The Director, Facilities Operations manages all facilities operations of the Sonoma County Junior College District.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Administers, directs and coordinates all maintenance, operations and vehicle fleet repair, maintenance and construction of physical plants and equipment.
2. Develops and implements administrative services policies and programs for both immediate and long range District facilities functions.
3. Prepares and manages District deferred maintenance program.
4. Prepares and manages District space inventory.
5. Directs preparation and administers the maintenance, operations, and vehicle fleet budgets and deferred maintenance program; coordinates with other departmental operations.
6. Directs, establishes and insures the cost effectiveness of the facilities operations.
7. Makes presentations to the Board of Trustees as necessary.
8. Plan, organize, and direct the physical plant operations of the Food Services, Bookstore, and Student Services.
9. Establishes departmental personnel management and work force account utilization policies and determines departmental production standards.

DIRECTOR, FACILITIES OPERATIONS

10. Assigns, prioritizes, and assesses the work of maintenance and operations supervisory and department heads. Interviews and recommends employment for departmental supervisory personnel; directs selection of department staff.
11. Determines the need and directs the preparation of specifications and plans for contract and force labor work in support of the District's departmental programs.
12. Confers with administrative and college personnel, employee representatives, governmental agencies, and the general public relative to maintenance, operations, and vehicle fleet and other business reports for both research purposes and operation and finance.
13. Administrative responsibility for preparation of reports which include the design and analysis, and methods of cost and material control.
14. Directs and coordinates the inspection for, and recommends removal of fire, safety, and health hazards.
15. Directs the work of Building Inspectors.
16. Directs, coordinates, and establishes in-service training programs in correct methods of repair and operation of building systems and equipment and safety techniques.
17. Develops recommendations for institutional modification to support energy conservation and sustainable building principles and practices. Works with users, user groups, and areas of campus in implementing conservation measures. Formulates and recommends policies, procedures, and guidelines to accomplish energy conservation objectives.
18. Ensures compliance with the Waste Stream Reduction (AB 75) regulations.
19. Provides consultative and analytical energy assignments such as program evaluation and planning, systems development.
20. Prepares guidelines for energy utilization for physical facilities.
21. Searches out and applies for funds for facilities, energy conservation and equipment.
22. Prepares local, state and federal financial reports in compliance with established laws and regulations.
23. Establishes and maintains liaison with vendors, architects, engineers, contractors, and state officials.
24. Plans and directs the repair and alteration of all District structures and related equipment.
25. Directs the development and review of cost estimates for construction and repair work and verification of completion of projects with established cost and time standards.
26. Screens, approves and establishes priorities for work requisitions and expenditures.
27. Promulgates operational policies and procedures designed to comply with all Federal, State, County and City laws, ordinances and regulations, including Title 8 of the Division of Industrial Safety.

DIRECTOR, FACILITIES OPERATIONS

28. Assists in administrative responsibility for the College's security and employee safety programs, the District's Disaster Preparedness Plan and Campus parking.
29. Assists in the administration of the facility planning policies and procedures, as well as coordination of capital acquisition and construction projects.
30. Assists in administrative review of new projects and new instructional classroom construction requests.
31. Assists in the annual preparation and submittal of the District 5 year plan and project planning guides for new construction.

KNOWLEDGE OF:

1. Progressive methods and practices of facilities management, including supervision, planning, budgeting, purchasing and training.
2. Educational and other state and local building codes and regulatory requirements pertaining to building, vehicle, and equipment operations, as well as management of hazardous materials and safety programs.
3. Specification writing and contract management.
4. Long range institutional planning and budgeting principles and procedures.
5. Sophisticated techniques of energy management
6. Grant writing techniques.
7. Budget, organizational planning, personnel management, research design and analysis, and methods of cost and material control.

ABILITY TO:

1. Lead, organize, and manage a large complex facilities organization, encompassing a number of sites.
2. Work cooperatively and collegially in a higher education setting with a diverse, multi-cultural staff of co-workers.
3. Read, understand and develop building and equipment specifications and plans.
4. Write reports and keep records pertaining to facilities operations.
5. Speak clearly and effectively in public.
6. Seek and develop alternative sources of funding for facilities projects and equipment.
7. Engage effectively in long range planning activities of a district-wide scope.

DIRECTOR, FACILITIES OPERATIONS

8. An awareness of issues which relate to Educational building construction, maintenance operations, and vehicle fleet operation.
9. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's Degree in a facilities related field (i.e., Business, Management, Engineering, Architecture, Facilities Management, Construction Management or Planning) required, or the equivalent. Master's degree in same disciplines preferred.

Experience:

Experience in building and grounds maintenance/repair, preferably in a community college or school district or hospital, municipal, military or other similar large institutional setting. Supervisory experience over employees doing building construction project management preferred. Experience with grant writing preferred. Experience in institutional facilities planning preferred.

SUPERVISION RECEIVED:

The Director, Facilities Operations reports to the Vice President of Administrative Services.

SUPERVISION EXERCISED:

The Director, Facilities Operations supervises assigned management and classified staff.

Board Approved: 02/12/02
Revised: 09/07/07