

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Assistant Director, Facilities Operations	Management Team Supervisory	Range: 12.0	Days: 226

## **JOB DESCRIPTION:**

Under general direction, supervises the work of crafts workers representing a variety of work skills necessary for the maintenance and repair of equipment and buildings; and does related work as required.

## **SCOPE:**

The Assistant Director, Facilities Operations provides direct management and supervision of building and equipment maintenance for all Sonoma County Junior College District properties.

## **KEY DUTIES AND RESPONSIBILITIES:**

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

1. Plans, lays out and directs the work of all maintenance crafts workers in the buildings, equipment, and automotive repair and also directs the work of the pool maintenance worker.
2. Assigns priorities to daily maintenance requests.
3. 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.
4. Maintains M.S.D.S. sheets on all area materials purchased.
5. Keeps service and inspection records on all equipment and District vehicles including smog records on all district vehicles.
6. Meets with C.H.P. yearly for inspection of all class B vehicles.
7. Maintains inspection records on all boilers, fire extinguishers, emergency lighting systems and fire alarms.
8. Develops material lists, costs and labor estimates for service requests and maintenance projects.
9. Maintains co-generation mechanical plant.
10. Prepares preliminary specifications on work that will be contracted out by the Maintenance Department.
11. Assists contractors and maintenance crafts workers on maintenance and contract jobs.
12. Maintains stock of supplies and parts for maintenance department, auto shop, and pool.

## **ASSISTANT DIRECTOR, FACILITIES OPERATIONS**

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13. Manages the energy management system.
14. Develops in-service training programs.
15. Prepares budget for maintenance, auto shop, and swim center for the Director, Facilities Operations.
16. Keeps staff records and schedules vacation time.
17. Fills in for Director, Facilities Operations in his absence.
18. Serves on interview committee for job applicants for new or vacant maintenance positions: recruits, screens, and hires student assistants.
19. Works with the Director, Purchasing when replacing or ordering new or used District vehicles.
20. Confers with Faculty members about maintenance requests and provides cost estimates on items to be budgeted by other departments.
21. Supervises re-keying of buildings, repairing locks and door hardware.
22. Assists the Director, Facilities Operations in checking plans for completeness for new or remodeling projects.
23. Assists the Director in providing District administrators with maintenance recommendations on new and remodeling projects.
24. Assists the Coordinator, Environmental Health & Safety with safety inspections.

### **KNOWLEDGE OF:**

1. Tools, materials, and standard practices of the various building and equipment trades.
2. National Plumbing Code; National Electric Code and Electrical Safety orders of the Industrial Accident Commission.
3. Principles of supervision.
4. Handicap codes, smog regulations for vehicles, and class B vehicles regulations.

### **ABILITY TO:**

1. Read and interpret building plans and blueprints.
2. Supervise the work of skilled building trades workers.
3. Estimate types and quantities of materials needed.
4. Keep records and prepare reports.
5. Work cooperatively with others.

## **ASSISTANT DIRECTOR, FACILITIES OPERATIONS**

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6. Follow oral and written directions.
7. Ability to estimate time and materials and keep records.
8. Plan, assign, and supervise the work of maintenance crafts workers performing carpentry, painting, plumbing, automotive repair, electrical, air conditioning and heating, and roof repair.
9. Read and interpret blueprints and drawings.
10. Maintain cooperative relationship with those contacted in the course of work.
11. 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:*

Graduation from high school; 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.

#### *Experience:*

Journeyman experience in one of the building trades. Additional experience in supervising a minimum of four of the building trades.

### **SUPERVISION RECEIVED:**

The Assistant Director, Facilities Operations reports to the Director, Facilities Operations.

### **SUPERVISION EXERCISED:**

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

Board Approved: 07/16/08