

PERALTA COMMUNITY COLLEGE DISTRICT - October 22, 2004

CLASSIFIED MANAGEMENT JOB DESCRIPTION

DIRECTOR OF FACILITIES AND OPERATIONS

(Management Salary Range 3)

Job Code: 742

CLASS PURPOSE

Under direction of the Vice Chancellor for General Services, the Director of Facilities and Operations is responsible for the maintenance and operations of all physical facilities systems, grounds, equipment, and energy conservation programs of the District.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plans, organizes and implements maintenance, grounds and custodial programs for the District.
- Supervises the District-wide departments of Maintenance, Grounds, and the District Office Custodial Services.
- Interfaces with consultants and contractors for District facilities programs.
- Manages the District's energy conservation program, and monitors utility use.
- Manages, coordinates and controls various District-wide systems, including computerized work order and preventive maintenance, building maintenance, security, fire alarm, emergency phone, and parking lot ticket equipment.
- Proposes changes to and maintains work force policy and procedure manuals for the departments.
- Proposes changes to and maintains policy and procedure manuals for department systems.
- Responsible for the training of department personnel in the use of computerized systems and other equipment as necessary.
- Supervises the District's waste management and recycling program.
- Assists the Vice Chancellor in the development of the Scheduled Maintenance Plan and annual project submittals for State funding.
- Assists the Vice Chancellor in development and management of budgets for Maintenance, Grounds and District Office Custodial Services.
- Prepares personnel performance evaluations for review with the Vice Chancellor.
- Performs other duties as assigned.

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MINIMUM QUALIFICATIONS

1. Bachelor's Degree from an accredited college or university in Planning, Public Administration, Engineering, Architecture, Business Administration or related field and three (3) years of increasingly responsible maintenance and operations experience at the supervisory or management level; or an equivalent combination of education and qualifying experience that would likely provide the knowledge and abilities to perform the duties of the position.
2. Demonstrated ability to plan, organize, schedule and direct all physical facilities and systems, maintenance, grounds and custodial programs.
3. Knowledge of budgeting and accounting practices.
4. Knowledge of construction with an emphasis on managing maintenance and operational facilities.
5. Possession of a current valid California Department of Motor Vehicles Driver's License, and must be insurable under the Peralta Community College District's current automobile policy.
6. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
7. Ability to communicate effectively, both orally and in writing.
8. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Possession of a Master's Degree from an accredited college or university in a related field.
- Knowledge of energy conservation principles and practices.
- Knowledge of the architectural field and/or other construction type disciplines such as structural or civil, etc.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to maintain awareness of new and changing techniques and technology in facility systems.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to

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enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13