

## DIRECTOR OF FACILITIES SUPPORT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials/Administrators	Management	M7	12/13/07	Classified Administrator	1 of 2

**DEFINITION:** Under direction of the Chief Facilities Planner, the Director of Facilities Support is responsible for program review and guidance of District wide facilities engineering, maintenance, utilities, transportation, and services programs, collectively defined as Facilities Support.

**DISTINGUISHING CHARACTERISTICS:** The Director of Facilities Support is responsible for District wide oversight, policies, budget development, and resource monitoring of Facility Support programs at the Colleges, Centers and the District Office. As a District Facilities Engineering expert, this position is responsible for Facility Support coordination with College Business Officers and Building and Grounds representatives.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Under the Chief Facilities Planner, plans, organizes, develops and recommends Facility Support policies, procedures, priorities, staffing plans, and short and long-range maintenance plans and budgets for all District facility needs pertaining to maintenance management, scheduled maintenance, special maintenance, facilities services, transportation, and energy use. Facilities services include refuse, recycling, custodial, hazardous materials and hazardous waste, and pest control.
- Coordinates the District's energy conservation program and manages College and District initiatives with utility providers and College and Center staff, with emphasis on cost-saving opportunities and application of new technology. Analyzes complex engineering and service delivery alternatives with respect to energy initiatives, and makes recommendation for a preferred course of action.
- Supports College staff in the development and planning of scheduled maintenance and special maintenance projects and programs. Recommends plans and alternatives for facilities engineering issues and provides assistance and recommendations to the College staff.
- Reviews and updates preventive maintenance program of scheduled inspection and repair of facility equipment and systems to assure cost effective and proper operation, and to correct malfunctions before major breakdowns. Develops and monitors a long-range management plan for major systems such as pavements, roofs, mechanical systems, building controls, and utilities infrastructure.
- Monitors and maintains space utilization records, and communicates with College constituencies in the assignment and layout of space and the development of programmatic space requirements.
- Establishes and hosts a district-wide forum for training and standards for Facility Support operations staff. Seeks to develop standardized processes, methods, specifications, materials, and training.
- Assists the Chief Facilities Planner in performing research and analysis in the development and reporting of facilities inventory and planning data. Responsible for assembling and submitting applications and reports to the State Chancellor's office for state funded Facility programs.
- Establishes and maintains accurate facilities and transportation inventory, data, drawings, and historical records required for Facility programs.
- Monitors Facilities Support programs to ensure that short and long-range activities are performed in conjunction with local, State and Federal agencies and organizations so that District facilities can effectively and efficiently accommodate students and programs that need to be served.
- Assists the Chief Facilities Planner in serving as a District liaison to local, State and Federal agencies, architects, engineers, technical and financial consultants, legal counsel, inspectors and contractor representatives for approvals related to Facility Support programs.
- Actively seeks state and other funding sources to support new or ongoing Facility Support projects and programs.
- Working in conjunction with College staff, assists with planning, organizing, developing and administering budget processes and expenditure control for assigned Facility Support projects and programs.
- Interprets and analyzes appropriate laws, policies, rules and procedures to determine impact on assigned facilities programs and functional areas and oversees compliance and reporting strategies.
- Supports a climate that promotes innovation and improved facilities support to students, staff and the community.
- Employs appropriate techniques and strategies to resolve disputes and to enhance communication and

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cooperation among the members of the College and District communities.

- Serves on College and District committees as assigned.
- Travels throughout the District in carrying out responsibilities and functions.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Building systems operations, maintenance, management, and repair, including mechanical, electrical, plumbing, roofing, controls, and finishes. Facilities and systems engineering concepts and theories. Computer-based technology for management of facilities maintenance programs, systems, and functions; principles and practices of administrative organization, management, and planning; applicable Federal, State, and local laws and regulations as they relate to a comprehensive facility engineering and maintenance operations and planning; equipment, materials and supplies commonly utilized in the maintenance and repair of educational facilities, offices and equipment; safe working conditions and safety regulations and guidelines pertaining to facility maintenance and construction projects and activities; complex business level English usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical modern office computer software programs such as word processing, spreadsheets, presentation programs and databases; report and presentation writing.

**Ability To:** Monitor, research, analyze, and recommend program oversight, policy, and guidance for management activities in the areas of facilities support; analyze facilities systems in both operational and failure modes and make engineering recommendations regarding replacement or repair alternatives; make appropriate judgments and decisions weighing the relative costs and benefits of potential actions with respect to facility systems, configurations, alternatives, and procedures; perceive when important changes are needed in the delivery of services or in the management of assigned programs; effectively communicate orally and in writing; use personal computers utilizing various software applications (i.e., word processing, spreadsheet, presentation programs and database management) including the Internet; work effectively with managers, faculty and staff in a participatory and collaborative environment to accomplish the goals and objectives of the assigned facilities, construction and planning projects and programs; learn and adhere to the terms of the various collective bargaining agreements; prepare, interpret and work with plans, specifications, schematics, diagrams and drawings; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff; establish and maintain effective working relationships with those contacted in the course of work.

**Education/Training:** Equivalent to an earned bachelor's degree from an accredited college or university with a major in engineering.

**Experience:** Equivalent to at least 5 years of full-time management experience overseeing facility engineering, maintenance operations, maintenance planning, management and operation of physical plant assets and resources, or comprehensive campus-level public works management in a large public or private agency.

**License/Certification:** A valid Class C California Driver's License.

Adopted: 12/12/07