

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF MAINTENANCE AND OPERATIONS

BASIC FUNCTION:

Under direction of the Vice President-Business Services, plan, organize, coordinate and direct the District's maintenance and operations function including the maintenance, cleaning, construction and alteration of buildings, grounds and facilities; assure that buildings and grounds maintenance services are provided to support and facilitate the instructional program and support established goals and objectives; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize and direct a variety of programs, projects and activities related to the maintenance, repair, construction and alteration of District buildings, grounds and facilities; assure proper maintenance of plant systems including the water treatment plant, lighting and all heating, ventilation, air conditioning and refrigeration systems.

Coordinate custodial, building and grounds maintenance and related functions with other District departments and personnel to accommodate special needs and requests; provide technical expertise regarding assigned functional areas and provide support as requested; advise the supervisor of unusual trends or problems and recommend appropriate corrective action.

Provide technical expertise to department heads and District management regarding building and grounds maintenance activities; assist in planning and designing new facilities and the renovation, alteration or improvement of existing facilities; assure compliance with applicable building codes, permit requirements, material safety laws and related regulations.

Develop, plan and implement programs and activities to improve and enhance custodial, maintenance and grounds services provided to the District; implement a systematic preventive maintenance program; review planned special maintenance projects and establish priorities to assure optimum allocation of fiscal and human resources.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to maintenance and operations.

Communicate with other administrators, vendors, State and government agencies and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.

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Develop and prepare the annual budget for maintenance and operations; analyze and review budgetary and financial data; prepare justifications, proposals and recommendations concerning fiscal resources; control and authorize expenditures in accordance with established limitations, District policies and State laws and regulations.

Inspect buildings, grounds and equipment for fire, safety and health hazards; recommend or require elimination of hazards; inspect buildings relative to energy usage and savings; participate in contract negotiations relative to risk management.

Oversee the operation of the water treatment plant, water filtration and pumping plant, and water, gas and underground electricity distribution systems.

Attend or chair a variety of meetings; participate in committees, task forces and other work groups in support of new programs and initiatives.

Participate in seminars, workshops and conferences to maintain current knowledge in the field and establish and maintain a network with peers.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Planning, organization and direction of a maintenance and operations department.

Budget preparation and control.

Modern practices, procedures and equipment used in building, grounds and equipment maintenance and repair.

District organization, operations, policies and objectives.

Oral and written communication skills.

Water, gas, electricity and HVAC systems.

Principles and practices of management, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and diplomacy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Plan, organize, coordinate and administer programs, services, activities and functions related to the District's grounds and facilities maintenance function.

Provide technical expertise to others regarding maintenance and operations services, programs and activities.

Communicate effectively both orally and in writing.

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Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Analyze complex data and reach sound, defensible conclusions.
Plan, organize and coordinate major projects as well as grounds and facilities maintenance work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of records and files related to maintenance and operations activities.
Supervise and evaluate the performance of assigned staff.

EDUCATION AND EXPERIENCE: Any combination equivalent to: a bachelor's degree in engineering, management or related field and three years of supervisory experience in maintenance and operations for a large facility.

LICENSES AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS: Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Incumbent is subject to constant interruptions and demanding time lines. Work is also performed in an outdoor environment when inspecting facilities and overseeing operation of the water treatment plant. Incumbent is subject to adverse weather conditions when working outdoors.

PHYSICAL DEMANDS: Must stand, walk and sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines; see to read fine print; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 25 pounds.