

## **BARSTOW COMMUNITY COLLEGE DISTRICT**

### **JOB DESCRIPTION**

#### **POSITION: DIRECTOR OF MAINTENANCE & OPERATIONS**

#### **BASIC FUNCTION:**

Under the direction of the Vice President of Administrative Services, plan, organize, direct, schedule, and participate in the maintenance and operations of College facilities including the custodial, grounds keeping, and general maintenance operations of District-owned facilities; direct and provide technical guidance to assigned staff; serve as the District Safety Director; serve as the District Security Director.

#### **REPRESENTATIVE DUTIES:**

Plan buildings, grounds, equipment, furniture and facilities maintenance program including deferred maintenance, systemic preventative maintenance, and replacement schedules.

Assist in facilities master planning.

Maintain and report space utilization inventory.

Prepare and submit deferred maintenance plan, and hazardous substance removal plans and requests.

Supervise repair and maintenance work on college facilities and equipment.

Oversee maintenance and operation staff; participate in the selection of personnel; evaluate maintenance and operations supervisor, review evaluations of maintenance workers, groundskeepers, custodians and warehouse staff; provide technical guidance and direction; assist in transfer, promotion, and salary decisions; identify training needs; recommend policy, procedures and personnel changes.

Prioritize and schedule maintenance and operations projects.

Ensure quality and responsiveness of maintenance and operations activities.

Identify, budget, order repair parts and maintenance and custodial equipment and supplies as needed; maintain and inventory appropriate levels of routine parts and supplies.

Participate in the development of annual institutional budgets; develop annual departmental budgets; supervise the development of maintenance, grounds, and custodial budgets; monitor and control expenditures to assure compliance with budgetary constraints.

Track status or work / project completion and maintenance and operations activities; refine and adjust resource allocation as appropriate to address institutional priorities.

Approve work order requests; determine appropriate strategies (in-house -vs- contracting out).

Supervise periodic analysis of work load to validate ongoing preventative maintenance requirements.

Review plans and specifications and recommend changes as necessary; recommend need for and methods of altering existing facilities.

Review equipment and supply needs, budget and purchase as needed.

Communicate with vendors, contractors, and State and County inspectors regarding maintenance operations and activities, materials, specifications, scheduling and District policies and procedures;

confer with the Vice President of Administrative Services in planning major landscaping, maintenance, or custodial projects.

Provide liaison with construction project managers and architects on major capital construction and renovation projects.

Assure safe operation of a variety of vehicles and equipment, including tractors, vans, carts, mowers, trucks, forklift, and power tools.

Develop and assure preventative maintenance program for a variety of vehicles including tractors, vans, carts, mowers, trucks, forklift, and power tools.

Serve as institutional safety coordinator

Supervise District Cal OSHA and IIPP program

As necessary, respond to on-call and emergency situations; supervise an on-call system for maintenance personnel.

Serve as a member on various college committees and teams.

Meet on a regular basis with other instructional and institutional administrative/ management personnel for planning, idea sharing, issue resolutions, operational communications, etc.

Participate in staff development activities for management/administrative personnel.

Serve as campus evening supervisor on a rotational basis with other administrative/ management personnel.

Perform other work related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### Knowledge of:

Methods, materials and equipment used in the various building construction and maintenance trades, custodial, grounds and vehicle and equipment maintenance areas.

Principles and practices in maintenance management.

Principles and practices of management, supervision and training.

Safety regulations and codes and safe work practices.

Methods of estimating costs of construction and repair of buildings and grounds.

Laws affecting construction and repair of educational facilities.

District policies and procedures.

Business report writing.

Budget development and fiscal management.

### Skills:

Familiarity with computer-aided project management (CAM) or architectural design (CAD) preferred.

Possession of valid Class C California Driver's License.

### Ability to:

Supervise, plan, coordinate, schedule, and participate in the maintenance operations of college facilities.

Supervise, plan, coordinate and schedule the custodial and grounds keeping operations of the

college.  
Prepare and interpret plans and specifications.  
Lay out and estimate costs of maintenance and operations projects.  
Maintain records and prepare reports.  
Prepare long-range construction and alteration plans and goals.  
Utilize personal computers and controllers.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

A Bachelor's degree in engineering, architecture, industrial management, construction management or a related field **and** seven years experience in HVAC installation, mechanical maintenance, facilities maintenance, carpentry or a related field **OR** an Associate degree **and** ten years experience **OR** thirteen years experience. Two years increasingly responsible experience in facilities management or a related field is preferred.

**WORKING CONDITIONS:**

ENVIRONMENT:

Indoor, outdoor, office and shop environment; subject to driving from site to site to conduct work; subject to adverse weather conditions and subject to noise from equipment operation; subject to call outs for emergencies.

PHYSICAL ABILITIES:

Standing and walking for extended periods of time, climbing, bending at the waist, reaching overhead, dexterity of hands and fingers to operate computer terminal, and seeing to observe needed repairs.

HAZARDS:

Chemical and solvents, fumes, and working around and with machinery with moving parts.

**CONDITIONS OF EMPLOYMENT:**

A full-time, 12-month, classified management position placed on the Management Salary Schedule at a Range 15. This position is subject to evenings hours and weekends.

Board approved: 06/30/99

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