RIO HONDO COMMUNITY COLLEGE DISTRICT

ASSISTANT DIRECTOR OF FACILITIES SERVICES

DEFINITION

Under direction of the Director of Facilities Services, is responsible for the development and implementation of the scheduled maintenance and hazardous materials programs; and supervision of the on-going maintenance and operation of the College’s facilities and related services. In the absence of the Director, the Assistant Director acts as the team leader for the Division; supervises and provides leadership to the continuous improvement of programs and services in the physical plant, maintenance, grounds and custodial operations; advises, consults and assists other segments of the College community; and to do other work as required.

SUPERVISION EXERCISED

In the absence of the Director, the Assistant Director exercises direct supervision over managers and technical and administrative support staff.

DISTINGUISHING CHARACTERISTICS

This is a single position management classification with general accountability for the College’s scheduled maintenance and hazardous materials programs; supervision of on-going maintenance and operations of the College’s facilities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Responsible for developing and updating the College’s Five-Year Construction Plan, Scheduled Maintenance Program, and Hazardous Materials Program.

Assist in coordination and communication of all construction and scheduled maintenance projects with staff and outside vendors to ensure efficiency, adherence to timelines and project specifications.

Assist for ensuring that all work is properly inspected and appropriate agencies are notified of work completed as required.

Assist the Director in enhancing the effectiveness and productivity of Facilities Services through monitoring the quality of service delivery, developing policies and procedures to improve the level and responsiveness of service, and identifying opportunities for initiatives to improve departmental operations.

Assist the Director in emergency response activities, including the review of updates to the
College's Emergency Response Plan, participation in the development of a long term Emergency Recovery Plan, and the provision of a leadership and support role in responding to emergency situations.

Responsible for preparation of plans and specifications as well as other bid documents for construction projects.

Prepare required reports to local, state and federal agencies regarding facilities and related projects as required to include but not limited to Five Year Scheduled Maintenance Plan, Five Year Construction Plan, Scheduled Maintenance Submittals, Hazardous Substances Project Funding, Space Inventory, Hazardous Waste Report, Manifest Report, Annual Emissions Report, Integrated Waste Management Report, Storm Water Report, Hazard Mitigation Report, Rideshare Report, and other reports as directed.

Inspect completed work by contracting agencies, serving as a building inspector.

Ensure compliance with all applicable codes and regulations related to a safe work environment and directs the College’s Energy Conservation Program.

As directed, serve as liaison with utility company representatives, architects, engineers, construction contractors and transportation services.

Support policies and procedures for the Division within District guidelines.

Develop the preliminary budget for the Division and manage the approved Division budget; promote continued improvement in cost effective operations.

Assist in selecting staff for the Division; effectively recommend their hiring, supervise and evaluate assigned personnel.

Maintain communication within the College, with other colleges and universities, community and public agencies as needed and directed.

Assist with administering the applicable collective bargaining contracts.

Represent the College in community, governmental and professional organizations as assigned.

Establish necessary goals, objectives, measurement and information systems required.

Interpret, follow, promote adherence to and recommend improvement in College Procedures, Board Policies, rules and regulations.

Implement Division, College and Board goals and objectives.
Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building and facilities construction and maintenance.

Promote equal opportunity and student and gender equity to effectively serve the District’s diverse community.

Respond to and resolve difficult and sensitive inquiries and complaints.

Administer applicable collective bargaining agreements.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Responsible for developing, implementing and updating a personal professional development plan.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Management principles and methods including goal setting, program and budget development and implementation, project management, and the supervision of employees, directly and through subordinate supervisors.

Principles, practices, equipment, and materials used in building construction, maintenance and grounds keeping.

Applicable laws, codes, regulations, and standards governing building construction, maintenance and grounds keeping.

Safety and safe working practices for building construction, maintenance, custodial, and grounds keeping work.

Written and oral communication, presentation, and negotiation.

Skill to:
Operate modern office equipment including computer equipment and software. 
Operate a motor vehicle safely.

**Ability to:**
Plan, organize, schedule, assign, and review the work of others.
Select, train, instruct, appraise, counsel and motivate assigned staff.
Maintain records, prepare reports and correspondence including required 
regulatory reports and records.
Represent the College as assigned.
Communicate clearly and concisely both orally and in writing.
Evaluate and develop procedures, standards, and methods for building 
maintenance and improvement, and grounds keeping.
Establish and maintain effective working relationships with those contacted in the 
course of the work.
Read, interpret, and assist in the preparation of plans, specifications and 
other bid documents for construction projects.
Exercise sound independent judgment within general policy guidelines.

**Minimum Qualifications:**

**Experience:**
Five years of related experience in facilities planning/management or equivalent 
in education and experience. Supervisory experience is a plus.

Demonstrated sensitivity to and understanding of the diverse academic, 
socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic 
backgrounds of community college students.

**Training:**
Bachelor’s degree from an accredited college or university. A Master’s degree is 
desirable.

**License or Certificate:**
Possession of, or ability to obtain, an appropriate, valid driver’s license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 20 lbs.; exposure to heat, noise, outdoors, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Range: 47

**Effective Date:** September 15, 2005  
**Revised Date:** February 15, 2006