

RIO HONDO COMMUNITY COLLEGE DISTRICT
DIRECTOR OF FACILITIES SERVICES

DEFINITION

Under general administrative direction of the Vice President of Finance and Business, to provide leadership and direction; to plan, manage, and oversee the activities and operations of the Facilities Services Division including planning, design, construction, renovation, repair, and maintenance of buildings, facilities, grounds, and equipment; to oversee parking and security functions; to coordinate assigned activities with other District divisions and outside agencies; to coordinate and direct capital improvement projects; and to provide highly responsible and complex professional support to the President and District Board.

SUPERVISION EXERCISED

Exercises direct supervision over managers and technical and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership and direction and assume full management responsibility for Facilities Services Division services and activities including planning, design, construction, renovation, repair, and maintenance of buildings, facilities, grounds, and equipment; oversee parking and security functions

Manage the development and implementation of Facilities Services Division goals, objectives, policies, and priorities for each assigned service area; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct facility needs analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Facilities Services Division to other District divisions and outside agencies; explain and interpret Facilities Services Division programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, counsel, and evaluate Facilities Services Division personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, and coordinate the Facilities Services Division's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Facilities Services Division budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Facilities Services Division activities with those of other divisions and outside agencies and organizations.

Provide staff assistance to the President and District Board; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Facilities Services programs, policies, and procedures as appropriate.

Serve as the College President's direct representative and liaison to the Program Management Team and consultants associated with the campus modernization programs.

Coordinate with the Facilities Planning Unit of the California Community Colleges Chancellor's office on projects related to campus facilities planning, development, construction, and modernization.

Coordinate with the Division of State Architect, inspections and approvals for modernization, renovation, and new construction of campus facilities.

Evaluate needs, and conduct long and short range planning for maintenance, repair, renovation, and construction needs and projects, including coordinating and directing architectural, engineering, and contractor functions involved in the Facilities Master Plan construction and renovation program; oversee development of the annual Five Year Plan; supervise development and implementation of scheduled maintenance and hazardous materials programs.

Oversee and participate in preparation, development, and maintenance of drawings, plans, and specifications; review, evaluate, and select vendors and contractors; negotiate and administer contracts; recommend payment of invoices based on progress.

Ensure compliance with applicable laws, codes, regulations, contracts, plans, specifications, and standards by inspecting work in progress and upon completion, and reviewing and evaluating specifications and documents.

Determine material, supply, equipment, and service needs; manage equipment and material purchases.

Coordinate and direct acquisition, tracking and disposal of property to facilitate and manage land development for the College.

Collaborate with health and safety personnel to ensure a safe, clean, and orderly environment for students and staff; direct District-wide operations and activities involved in the identification, containment, and disposal of hazardous materials.

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.

Participate on a variety of boards and commissions; 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.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of management, administration, and organizational planning.

Employee relations concepts and methods.

Public purchasing and contract management practices.

Principles and practices of effective employee supervision, training, and personnel management.

Modern office practices, methods, and computer equipment and applications.

Operational characteristics, services, and activities of a comprehensive Facilities Services program.

Organization and management practices as applied to the analysis and evaluation of Facilities Services programs, policies, and operational needs.

Modern and complex principles and practices of Facilities Services program development and administration.

Advanced building and facility construction principles and concepts.

Advanced project management principles and concepts.

Contract compliance principles and concepts.

Negotiation principles and concepts.

Grounds and facilities maintenance principles and concepts

Principles and concepts of security and parking.

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

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Understand and implement laws, regulations, policies, and procedures.

Work effectively with unions and maintain positive employee relations within the department.

Maintain detailed and accurate records.

Prepare and make verbal presentations of technical material to non-technical audiences.

Provide administrative and professional leadership and direction for the Facilities Services Division.

Evaluate and develop procedures, standards, and methods for building maintenance and improvement, and grounds keeping.

Read, interpret, and assist in the preparation of plans, specifications, and other bid documents for construction projects.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Facilities Services.

Plan, organize, direct, and coordinate the work of managers and technical and administrative support personnel; delegate authority and responsibility.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to Facilities Services issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Facilities Services goals.

Research, analyze, and evaluate new Facilities Services service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative and Facilities Services reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Facilities Services programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Education and Experience:

Possession of a Baccalaureate degree from an accredited college or university with a major in engineering, architecture, construction, industrial technology, or a related field; and three (3) years of full-time experience in a supervisory experience.

OR

An associate degree with major coursework in engineering, architecture, construction, industrial technology, plus five (5) years of increasing responsibility in building maintenance and operations, or construction management including 3 years supervisory experience.

OR

Technical trade certifications with major coursework in engineering, architecture, construction, industrial technology, plus ten (10) years of increasing responsibility in building maintenance and operations, or construction management including 3 years supervisory experience.

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

License or Certificate:

Possession of an appropriate, valid driver's license.

Working Conditions:

Environment: Indoor and outdoor work environment. Be available on-call to respond to emergency situations. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

Special Requirements:

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: 51

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