

RIO HONDO COMMUNITY COLLEGE DISTRICT

ASSISTANT DIRECTOR OF FACILITIES SERVICES

DEFINITION

Under the direction of the Director of Facilities and/or Vice President of Business and Finance or designee, assists in planning, organizing, managing and providing administrative direction and oversight for major programs, functions, and activities of the Facilities Services Department; assists in coordinating assigned activities with other District departments, divisions, outside agencies, and the public; provides highly responsible and professional assistance to the Director, Facilities Services in areas of expertise; supervises and evaluates the performance of assigned personnel.

SUPERVISION EXERCISED

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Develop and administer maintenance and cleaning programs and related records; including procedures, work instructions, work scheduling and inspection. Inspect work performed and resolve deficiencies as needed.

Responsible for discharging delegated responsibilities and functions involving the maintenance, cleanliness and essential repair of district buildings, grounds, and properties.

Demonstrated experience scheduling, training, and supervising custodial work. Ability to guide, train and instruct employees. Progressive professional custodial supervisory experience. Experience supervising in a large academic setting in a union environment.

Assist in the determination of priorities and level of quality by considering function, safety, health, criticality and resources available; determine required resources necessary to accomplish work by estimating and use of time standards.

Plans, develops and revises maintenance policies and programs.

Coordinate health and safety programs in the Division; assure project requests are in compliance with OSHA regulations and State and local laws and codes; conduct safety meetings with supervisory staff as needed.

Support the building operations by locking/unlocking as needed and performing building checks to ensure the safety and well-being of students and staff. Support campuswide event by performing room inspections to ensure event setups are correct and the rooms are clean and presentable. May meet with event coordinators to provide on-site support.

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 of Facilities Services 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.

Working knowledge in custodial and housekeeping services. Includes extensive knowledge of the proper use and storage of cleaning chemicals, floor finishes, wall coverings and finishes, and carpet cleaning systems & equipment.

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.

Demonstrated experience supervising staff, including but not limited to training and assigning work, evaluating employee performance, recommending new hires, promotions, reclassifications, and disciplinary actions.

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.

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

Maintain communication within the College, with 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.

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.

Building codes, OSHA, and other laws, rules and regulations related to assigned activities.

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

Written and oral communication, presentation, and negotiation.

Thorough knowledge and ability to create and follow performance standards with regard to workloads, quality, safety and service.

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.

Exercise sound independent judgment within general policy guidelines.

Minimum Qualifications:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in construction management, facilities planning, business or public administration, or a related field and five (5) years of increasingly responsible

management and/or administrative experience in construction management, facilities planning and management, or a related field.

In lieu of a bachelor's degree, an associate degree or technical trade certifications with major coursework in construction, building maintenance, facilities planning, or a related field, plus, ten (10) years of increasing responsibility in building maintenance and operations, or construction management.

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

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.

Must be able to work swing shift hours and Saturday's as part of regular schedule.

Range: 47

Effective Date: September 15, 2005

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