



PALO VERDE COMMUNITY COLLEGE DISTRICT

DIRECTOR OF FACILITIES & OPERATIONS

NATURE OF THE POSITION

Under the supervision of Vice President of Administrative Services, plan, organize, control and direct the general maintenance, grounds keeping and custodial operations of District facilities; review facility management plans; inspect maintenance and repair projects; conduct investigations and provide recommendations related to altering existing facilities and need for new equipment; coordinate property and liability insurance coverage of District facilities; ensure campus safety and security; train, supervise and evaluate the performance of assigned personnel.

DUTIES AND RESPONSIBILITIES

1. Plan, organize, control and direct District maintenance, grounds keeping and custodial operations, construction, reconstruction and alteration projects; assist and provide technical expertise in facilities master planning; prepare and maintain facility space utilization reports and specifications.
2. Plan, organize and direct the security and safety activities, programs and operations of the District and College campus; develop plans and procedures related to security and safety; communicate with various departments in the development and implementation of new and existing programs; plan and implement preventive measures to prevent incidents.
3. Review, analyze and interpret plans, estimates, specifications, shop drawings, change orders and submittals to determine and coordinate construction activities to meet District building and facilities needs and requirements of State and local building codes, ordinances and regulations.
4. Develop and organize a program of preventive maintenance for buildings, vehicles and equipment, including procedures for receipt and assignment of maintenance work orders and for equipment maintenance and replacement; prepare and submit deferred maintenance plan, and hazardous substance removal plans and requests.
5. Direct and oversee the Maintenance and Operations department activities and functions including the repair and maintenance work on College facilities and equipment; ensure that District priorities are communicated and maintenance and operations projects are effectively implemented as scheduled; ensure quality and responsiveness of maintenance and operations activities; monitor and manage status of work and project completion.
6. Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; determine appropriate service and staffing levels and allocate resources accordingly.

7. Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
8. Assist with long-range facility planning based on accepted growth projections; develop plans and specifications for District construction and renovation projects; prepare construction specifications and cost estimates as appropriate; monitor and review District construction and renovation projects and outside contractors to ensure educational needs are met and ensure compliance with applicable standards in material and workmanship.
9. Serve as a liaison between District personnel and planning and construction agencies, construction inspectors, architects, contractors and other outside agencies; respond to inquiries and provide information concerning construction activities; consult with government officials to ensure compliance with laws and regulations related to financing, planning and construction of school facilities.
10. Approve work order requests; determine appropriate in-house and contracting out strategies to conduct repairs and maintenance.
11. Ensure safe operation of a variety of vehicles and equipment, including tractors, vans, carts, mowers, trucks, forklifts and power tools and develop related preventative maintenance programs.
12. Serve as District's safety coordinator; implement, direct, and carry out District Cal OSHA and IIPP program; respond to on-call and emergency situations; implement and direct an on-call system for maintenance personnel.
13. Coordinate and work with property/liability insurance providers, risk management and County fire and safety officials relating to health, safety and disaster control.
14. Serve as campus evening supervisor on a rotational basis with other administrative/management personnel as assigned.
15. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to engineering, construction and personnel issues and activities.
16. Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work.
17. Attend and conduct a variety of meetings as assigned; attend pre-bid and pre-construction meetings and provide input as appropriate.
18. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Methods, materials and equipment used in the various building construction and maintenance trades, custodial, grounds and vehicle and equipment maintenance areas.
2. Planning, organization and direction of facility planning, maintenance and operations and risk management services for the Palo Verde College District.
3. Procedures, methods and techniques of operations, facility maintenance and construction programs.
4. Safe campus supervision methods and procedures.
5. Current trends in school building design and construction.
6. Budget preparation and control.

7. Health and safety regulations.
8. Interpret and explain facility maintenance and construction policies and procedures.
9. Oral and written communication skills.
10. Principles and practices of administration, supervision and training.
11. Applicable laws, codes, regulations, policies and procedures.
12. Interpersonal skills using tact, patience and courtesy.
13. Operation of a computer and assigned software.
14. Principles and practices in maintenance management.
15. Methods of estimating costs of construction and repair of buildings and grounds.
16. PVC District policies and procedures.
17. Business report writing.
18. Budget development and fiscal management.

ABILITY TO:

1. Plan, organize, control and direct the development and implementation of facility planning, maintenance and operations and risk management services for the PVC District.
2. Perform a variety of technical work relating to assigned area of responsibility.
3. Train, supervise and evaluate the performance of assigned personnel.
4. Communicate effectively both orally and in writing.
5. Prepare and deliver oral presentations.
6. Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and assigned office equipment.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and time lines.
12. Work independently with little direction.
13. Plan and organize work.
14. Prepare and maintain comprehensive narrative and statistical reports.
15. Direct and oversee Maintenance and Operations department to plan, coordinate, schedule, and participate in the maintenance operations of College facilities, including custodial and grounds keeping.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited institution in engineering, architecture, industrial management, construction management or a related field.
2. Three years of experience directly related to the essential functions of the job.
3. **Or** An Associate's degree and five years directly related experience.
4. **Or** Seven years directly related experience.
5. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid California Class C driver's license.

PREFERRED QUALIFICATIONS

1. Two years increasingly responsible experience in facilities management or a related field.
2. Familiarity with computer-aided project management (CAM) or architectural design (CAD).

PHYSICAL DEMANDS AND WORK ENVIRONMENT

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read a variety of materials and conduct inspections.
4. Lifting, carrying, pushing and pulling heavy objects.
5. Exhibit full range of motion for back lateral flexion.
6. Sitting or standing for extended periods of time.

HAZARDS:

1. Chemical, solvents, fumes, and working around and with machinery with moving parts.
2. Driving a vehicle to conduct work.

ENVIRONMENT:

1. Indoor/Outdoor work environment.
2. Driving a vehicle to conduct work.

CLASSIFICATION/SALARY

1. This is a Management position.
2. Row 7 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.