

## **SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED**

**CLASS TITLE: ASSISTANT DIRECTOR -  
FACILITIES**

**SALARY TABLE: 30**

**SALARY RANGE: 145**

### **BASIC FUNCTION:**

Under the direction of the Director – Facilities & Campus Development, manage the facilities and grounds maintenance, custodial operations and transportation program of the District, including scheduled maintenance and renovation projects; manage the accounting and administrative processes related to facilities operations; coordinate and direct communications, personnel, projects and resources to meet College District needs and assure smooth and efficient departmental activities; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Manage the facilities operations related to facilities and grounds maintenance, and custodial services of the District, including scheduled maintenance and renovation projects. Oversee campus-wide facilities work order system.

Provide updates and technical information to the Director – Campus Development & Facilities regarding cleaning, scheduled maintenance, repair, installation and minor construction activities.

Manage the District's transportation program and the vehicle use/maintenance program for all college vehicles managed by Facilities & Operations Department.

Oversee the District's recycling efforts, sustainability efforts, waste management, pest management and hazardous materials programs. Oversee District energy utilization, efficiency and management.

Estimate and assure adequate personnel, materials and equipment needed for cleaning, maintenance and repair projects and activities; compile and prepare cost estimates; initiate recruitment activities as needed; monitor and assure adequate inventory levels of equipment and supplies; research and coordinate the purchase of equipment and supplies as needed; assist with bidding functions.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and schedules, and review work to assure

compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Confer with staff and administrators regarding custodial, maintenance, minor construction and repair projects; respond to inquiries, assure proper and timely resolution of Department issues and conflicts; assure smooth and efficient departmental activities.

Plan, schedule, develop and implement cleaning, installation, maintenance and repair projects; monitor, assess and modify activities in response to project progress; oversee projects completed by personnel and contractors for accuracy, completeness and compliance with established standards, requirements and specifications.

Coordinate activities to assure facilities are cleaned and maintained in a safe and orderly condition; inspect buildings, grounds and facilities to identify maintenance and repair needs; direct preventative maintenance functions; coordinate response to emergency custodial and maintenance needs.

Evaluate costs for services, materials and equipment and initiate actions to implement cost-effective methods and procedures; assist in preparing annual estimates of personnel, facilities and equipment needs for identified construction budgets; develop and maintain financial record-keeping systems.

Prepare and maintain various records and reports related to projects, work orders, plans, specifications, inspections, expenditures, inventory, plans, facility use, hazardous waste, personnel, waste management, budgets and assigned activities; assure mandated reports are distributed to appropriate governmental agency according to established time lines.

Communicate with personnel, administrators, contractors, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns; receive and prepare a variety of correspondence concerning departmental operations. Respond to inquiries, resolve issues and conflicts and provide detailed and technical information regarding related projects, services, timelines, standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Develop and implement policies, procedures and training sessions related to worker safety; coordinate related accident prevention and loss control functions with consultants, personnel and others; direct hazardous waste removal functions for the College District.

Attend, conduct and participate in a variety of meetings as assigned; prepare and deliver oral presentations concerning maintenance, repair and construction activities as required; attend and participate in various in-services and seminars.

Coordinate facility use functions to meet the needs of the College District and the community.

Operate a variety of office equipment including a computer and assigned software; drive

a vehicle to conduct work.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Planning, organization and direction of operations and activities involved in the cleaning, scheduled maintenance, repair and renovation of College District buildings, facilities, grounds and equipment.

General accounting functions, principles, practices and procedures related to facilities management.

Preparation of cost estimates and planning, construction, fiscal, contractual and purchasing documents for minor construction and renovation projects.

General practices and procedures involved in contract and purchasing negotiation and administration.

Proper methods, techniques, materials, tools and equipment used in cleaning, grounds maintenance, construction, maintenance and repair activities.

Applicable building codes, ordinances, requirements, regulations and safety precautions.

Requirements of maintaining buildings, facilities, grounds and equipment in a safe, clean and orderly condition.

Health and safety regulations and procedures.

Applicable laws, codes, rules, regulations, policies and procedures.

Operation of a computer and assigned software.

Preventive maintenance principles and practices.

Principles and practices of administration, supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Inventory practices and procedures.

### **ABILITY TO:**

Manage planning, accounting, scheduling and implementation functions in support of College District minor construction, scheduled maintenance and renovation projects.

Coordinate and direct communications, personnel, projects and resources to meet College District needs and assure smooth and efficient departmental activities.

Draft, develop and maintain project specifications, requests for proposals, bid documents, professional service agreements and minor construction contracts.

Participate in planning, development, scheduling, and implementation of minor construction and renovation projects.

Develop and implement policies, procedures and training sessions related to worker safety.

Interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and time lines.

Direct, prepare and maintain a variety of reports, records and files related to assigned activities.

Supervise and evaluate the performance of assigned personnel.

Work independently with little direction.

Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Prepare and maintain comprehensive narrative and statistical records and reports.

**EDUCATION AND PAID EXPERIENCE:**

Any combination equivalent to: bachelor's degree in architecture, construction management, business administration or related field and three years increasingly responsible paid experience in the architecture, construction, maintenance and repair of building and facilities including previous supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to inspect projects and read a variety of materials.  
Sitting for extended periods of time.  
Walking to inspect projects.