

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: DIRECTOR - FACILITIES

SALARY TABLE: 30

SALARY RANGE: 155

BASIC FUNCTION:

Under the direction of the Vice President-Business Services, plan, organize, control and direct operations and activities involved in the inspection, cleaning, construction, maintenance and repair of College District buildings, facilities, grounds and equipment; 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:

Plan, organize, control and direct operations and activities involved in the inspection, cleaning, construction, maintenance and repair of College District buildings, facilities, grounds and equipment; establish and maintain departmental and project time lines and priorities; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.

Coordinate and direct communications, personnel, projects and resources to meet College District needs and assure smooth and efficient departmental activities; confer with staff and administrators regarding custodial, maintenance, construction and repair projects, activities, progress and related needs and issues; assure proper and timely resolution of Department issues and conflicts.

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.

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

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.

Participate in the planning, development, scheduling, design and implementation of construction and renovation projects; coordinate projects with administrators, architects and contractors and participate in the preparation of related cost estimates.

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Ewing Consulting Services

Provide consultation to administrators, personnel, outside agencies and the public concerning cleaning, maintenance, construction and repair activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information regarding related projects, services, time lines, standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Develop and prepare the annual preliminary budget for maintenance, repair and assigned construction functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Vice President of Business Services regarding cleaning, maintenance, repair and construction activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

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.

Direct the preparation and maintenance of 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.

Coordinate, organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications.

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.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

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.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Policies and objectives of assigned programs and activities.

Inventory practices and procedures.

Preventive maintenance principles and practices.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct operations and activities involved in the inspection, cleaning, construction, maintenance and repair of College District buildings, facilities, grounds and equipment. 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.

Inspect projects for accuracy, completeness and compliance with established standards, requirements and procedures.

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

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

Estimate and assure adequate personnel, material and equipment levels needed for projects.

Communicate effectively both orally and in writing.

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

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.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Direct the preparation and maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

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

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.