

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Director, Facilities Services

**Unit:** Management

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**Job Code:** C3520  
**Original Date:** 04/1995  
**Last Revision:** 08/2017  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Range:** 18

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### **DEFINITION**

Under the general supervision of the Vice Chancellor, Facilities Management, or assigned manager, plan, organize, coordinate, and direct functions, programs, and services of the Facilities Services Department. Plan, schedule, assign, coordinate, supervise, review, and evaluate activities and personnel for maintenance and operations functions, including buildings and grounds maintenance, custodial, gardening, HVAC and electrical, energy management, preventive maintenance, equipment repair, business processes, construction and other improvement projects, space inventory activities, and health and safety programs, including hazardous materials management.

### **EXAMPLE OF DUTIES**

1. Manage district functions, including repair of buildings; utility services; equipment repair; maintenance and repair/replacement of heating, air conditioning, and ventilating systems; warehousing; inventory; energy management; and material delivery.
2. Direct, plan, organize and evaluate district custodial and gardening services; coordinate and implement safety compliance programs, space inventory reports, energy management; ensure safe working conditions of mechanical systems, such as air conditioning, ventilating, and boiler and heating plants.
3. Provide overall administrative direction, technical advice, and supervision to maintenance, custodial, and grounds supervisors, including a wide range of journey-level trades personnel; supervise assigned employees; appraise performance; make employment, transfer, and promotion decisions.
4. Provide leadership in support of the District's sustainability policies, procedures, and initiatives, including solar power generation, green cleaning, waste diversion, water conservation, and smart metering.
5. Provide leadership of lean enterprise management of Facilities Services, including kaizen team support, value stream mapping, and process improvement. Develop appropriate benchmark data and monitor progress toward continuous improvement goals, including participation in APPA Facilities Performance Indices annually.
6. Provide leadership for district compliance with OSHA and safety procedures and rules. Assure that hazardous material spills are handled, stored, and disposed of according to legal requirements and procedures.
7. Plan, implement, and monitor progress of work on capital improvement projects, preventive maintenance program, breakdowns, and equipment repair.
8. Administer program to resolve grievances, general conflict resolution, hiring, firing, disciplining, and evaluating employees.
9. Analyze and recommend policies, procedures, and funding required to continue programs. Prepare and submit budget for assigned functions; review periodic budget reports to compare actuals against forecasts; provide explanations of variances as necessary.
10. Prepare various reports; accumulate data and prepare narrative explanations.
11. Supervise energy management efforts and conduct technical investigations of facility and equipment improvement projects; conduct on-site inspections of planned work and work in progress.

12. Assure that district facilities are inspected regularly to ensure compliance with building and fire codes, maintenance, cleanliness, and energy use standards.
13. Assure that fuel for district vehicles is stored and dispensed safely and efficiently.
14. Serve as resource for classified collective bargaining process.
15. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS**

Knowledge:

- Applicable sections of California Education Code.
- Budget and accounting principles.
- District organization, operations, policies, and objectives.
- Hazardous material handling requirements.
- Health and safety regulations.
- Life safety code.
- Methods, materials, and equipment used in cleaning of public buildings.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Modern practices and methods of grounds maintenance.
- Oral and written communications skills.
- OSHA requirements.
- Principles and practices applicable to the construction, alteration, maintenance, and repair of facilities, including preventive maintenance.
- Principles and practices of lean enterprise systems.
- Principles and practices of supervision and training.
- Principles and practices of sustainability.
- Principles and procedures of administration, operations, and maintenance management.
- Purchasing and warehousing techniques and practices as they apply in a community college district.
- Utility and energy management.

Skills and Abilities:

- Analyze and approve plans and specifications for construction, repair, and/or alterations of district facilities.
- Assure the timely preparation and distribution of records, reports, and files.
- Prepare budgets accurately.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Interpret and apply related laws, rules, and regulations.
- Lead, motivate, and inspire a diverse team.
- Meet schedules and time lines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan, organize, and manage assigned district-wide programs and services.
- Train, supervise, and evaluate assigned staff.

Training and Experience:

- Any combination of training and experience equivalent to: Bachelor's degree in business, public administration, engineering, or related field and ten years of increasingly responsible maintenance/operations experience in a comprehensive maintenance/operations program involving contract management and preventive maintenance, including at least two years in a supervisory capacity relating to a large and diverse work force.

License:

Valid California Driver License.

Professional Certificate in Lean Enterprise from SDSU Extension, UCSD Extension, or similar program.

**WORKING CONDITIONS**

Physical Requirements:

Category III.

Environment:

Favorable, usually involves an office; some travel from site to site.