

San Diego Community College District
CLASSIFICATION DESCRIPTION

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Job Code: C3514
Original Date: 08/2017
Last Revision: 08/2017
Staff Type: Classified
FLSA Status: Exempt
Salary Range: 14

Title: Assistant Director, Buildings & Grounds

Unit: Management

DEFINITION

Under the general supervision of the Director, Facilities Services, plan, organize, manage and coordinate functions and services of the Facilities Buildings & Grounds Department. Manage Facilities Department compliance activities and District buildings and grounds operations including oversight of functions and personnel. Assume responsibility for management of Facilities Services in the absence of the Director. In the Director's absence, the Assistant Director will be responsible for management of District Facilities Services.

DISTINGUISHING CHARACTERISTICS

The Assistant Director, Buildings & Grounds, position independently manages District Buildings & Grounds functions, including the oversight of operations and personnel. The position incumbent leads direct and indirect reports and requires varied experiences with facilities maintenance and operations. The Director, Facilities Services, provides overall administrative direction, technical advice and supervision to Facilities Services including maintenance, operations, custodial, and grounds supervisors and a wide range of journey-level trades personnel and manages District functions involved in HVAC systems maintenance and the repair, material delivery, warehousing and inventory, energy management, general services programs, custodial and gardening services; safety compliance programs, space inventory, energy conservation, repair of buildings, utility services, equipment repair, and central plant systems (boiler and heating plants).

EXAMPLE OF DUTIES

1. Provide oversight of District Buildings & Grounds functions including repair of buildings, utility services (including underground utilities), warehousing; inventory; energy management; material delivery; and general services programs.
2. Manage compliance activities associated with District services and operations ensuring reporting requirements are met and certificates of compliance are complete.
3. Supervise buildings and ground staff. Coordinate with facilities supervisors and management to organize and direct District custodial and gardening services related to building and grounds operations; support and direct employees, supervisors, managers, and faculty regarding buildings and grounds projects.
4. Coordinate training for new technologies and equipment supported by District Facilities Services.
5. Assist in the management and coordination for Request for Proposals (RFPs) to support facility functions.
6. Identify, consolidate and communicate priorities into short- and long-term plans approved by the Vice Chancellor, Facilities Management, campus facility councils and other facility related user groups
7. Prepare, submit and monitor budget for assigned functions, review budget reports to compare actuals against the forecasts, provide explanations of variances as necessary.
8. Compile data and prepare narrative explanations; prepare various reports for submission to the Director, Facilities Services. Prepare documents, and maintain records, reports and files as necessary; operate computer and peripheral equipment.
9. Inspect District buildings and grounds for needed maintenance and repair. Make recommendations regarding deferred and preventative maintenance.

10. Work with outside contractors as needed.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of State Education Codes.
- Compliance analysis and reporting.
- District organization, operations, policies and objectives.
- Modern office practices, procedures and equipment.
- Operating procedures and corrective action to take in case of malfunction.
- Operation, diagnosis, trouble-shooting of field of specialty
- Principles and practices applicable to the construction, alteration, maintenance and repair of facilities, including preventative maintenance.
- Principles and practices of administration, supervision, and training.
- Principles and practices of leadership, supervision, and training.
- Principles and practices of lean enterprise systems.
- Principles and practices of obtaining quotes for projects.
- Principles and practices of sustainability.
- Principles and procedures of administration, operations and maintenance management.
- Record-keeping techniques.
- Technical aspects of field of specialty.
- Underground utilities including gas, water, electrical.

Skills and Abilities:

- Ability to estimate scope and cost of work assigned.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Conflict resolution and coaching for performance.
- Coordinate, manage and inspect buildings & grounds projects.
- Establish and maintain effective working relationships with others.
- Follow oral and written directions.
- Lead and motivate a diverse team.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Operate modern office equipment (e.g.; computer; telephone; printer, copier) and software.
- Plan and direct work.
- Prepare budgets accurately.
- Read blueprints and sketches.
- Train, evaluate, and supervise personnel.

Training and Experience:

Seven years of related experience performing a wide variety of mechanical, electrical, plumbing, roofing, locksmith, masonry, and carpentry work, including at least two years in a supervisory capacity relating to a large and diverse work force.

- Possession of a general contractor's license preferred.
- Professional Certificate in Lean Enterprise preferred.

License:

- Valid California Driver License.

WORKING CONDITIONS

Physical Requirements:
Category III.

Environment:

Indoor and Outdoor; some travel from site to site. May include less desirable extremes working in construction areas subject to uneven and unpaved surfaces, and extremes of moisture, dust, and noise.