

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Regional Facilities Officer
Unit: Supervisory and Professional

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Job Code: D1176
Original Date: 07/1989
Last Revision: 05/2016
Staff Type: Classified
FLSA status: Exempt
Salary Range: 11

DEFINITION

Under the general supervision of the Director, Facilities Services, or assigned manager, coordinate the plant services programs of an assigned region, including facilities operation; user requests for maintenance; equipment repair, construction, and other improvement projects; space inventory activities; and health and safety programs; supervise custodial and groundskeeping functions.

EXAMPLE OF DUTIES

1. Plan and coordinate the operation program on a regional basis, including overseeing custodial and gardening services; review assigned sites periodically to assure proper completion of assigned work; establish and maintain procedures for the safe and efficient operation and care of custodial and groundskeeping equipment and vehicle fleet.
2. Serve as one of the campus safety officers; monitor and ensure compliance with health and safety requirements, including all State and federal requirements as well as fire, health, and hazardous materials regulations and laws; provide safety education services to the Facilities Department; participate in hazardous material management committees.
3. Coordinate work schedules, facilities services, telephone services, building graphics, campus storage, and warehousing; review and process requests for maintenance, equipment repair, construction, and minor improvements; monitor work performed by contractors as needed.
4. Confer with vendors, contractors, and district staff pertaining to capital improvement, remodeling, and maintenance projects; recommend major non-instructional capital improvement projects.
5. Organize and conduct facilities inspection program to ensure compliance with applicable building and fire codes, maintenance, cleanliness, and energy use standards; monitor and report space utilization changes; monitor concentration of hazardous substances as required; oversee storage and disposal of hazardous materials.
6. Maintain space inventory of facilities according to established guidelines to provide planning and management information which provides justification for capital outlay projects for state funding.
7. Review accident and injury reports; implement accident prevention program; serve as a resource to campus departments regarding industrial, occupational, and environmental safety and handicapped access to facilities.
8. Oversee and direct the dispensing of fuel from underground tanks; conduct monitoring program and make reports as required; organize recordkeeping and budget charge backs.
9. Supervise assigned employees; appraise performance; provide for technical direction and guidance; make employment, transfer, promotion, and salary recommendations.
10. Prepare a variety of statistical and narrative reports as required; analyze and recommends changes in operating policies and procedures.
11. Process supply and equipment requisitions, various issuance forms, and personnel/payroll documents.

12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable federal, State, and local building, safety, and health codes.
- Coordinate work with personnel from a variety of district departments and external organizations.
- Methods, practices, tools, equipment, and supplies used in building and custodial services.
- Monitor contract performance.
- Oral and written communication skills.
- Principles of supervision and training.
- Technical aspects of building and maintenance trades sufficient to assess need for services and monitor progress.

Skills and Abilities:

- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Hire, train, and supervise personnel.
- Implement the regional safety-training program.
- Organize and prioritize work to meet schedules and timelines.
- Prepare statistical and narrative reports.

Training and Experience:

- Any combination of training experience equivalent to: four years of college in a field related to plant operations and three years of increasingly responsible supervisory or managerial experience.
- Experience in plant operations is desirable.

License:

- Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

- Category III

Environment:

- Office - travel from site to site.