

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: 07/2018
Staff Type: Classified
FLSA status: Exempt
Salary Range: 13

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 landscape functions.

EXAMPLE OF DUTIES

1. Plan and coordinate the operation program on a regional basis, including overseeing custodial and landscape 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 landscape equipment and vehicle fleet.
2. Serve as the campus safety officer; 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, evaluate, and monitor requests for maintenance, equipment repair, landscape, construction, and minor improvements; monitor work performed by contractors as needed.
4. Work with vendors, contractors, and district staff to coordinate capital improvement, remodeling, and maintenance projects alongside campus operations and classes; recommend major capital improvement projects.
5. Organize, conduct, and implement corrective action for facilities inspection program to ensure compliance with applicable building and fire codes, health and safety regulations, 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. Update California Environmental Reporting System database.
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. Train, supervise, and evaluate the work performance of assigned staff; provide for technical direction and guidance; recommend personnel actions, including employment, change in status, and disciplinary action.
10. Support the District's sustainability policies, procedures, and initiatives, including solar power generation, green cleaning, waste diversion, and water and utility conservation. Assist in developing and implementing

- strategies to improve overall energy consumption; analyze data and make recommendations regarding energy consumption and savings.
11. Implement continuous process improvement through ongoing assessment and planning for lean management and energy conservation; develop appropriate benchmark data and monitor progress toward continuous improvement goals.
 10. Prepare and present a variety of statistical and narrative reports from multiple sources of data; analyze and recommend 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.
- District rules, regulations, policies, and procedures.
- Methods, practices, tools, equipment, and supplies used in building and custodial services.
- Operation and use of computers and software applications necessary for area of specialty.
- Oral and written communication skills.
- Principles of supervision and training.
- Team building and conflict resolution techniques.
- Technical aspects of building and maintenance trades sufficient to assess need for services and monitor progress.

Skills and Abilities:

- Analyze data and make recommendations regarding processes, policies, and procedures.
- Communicate effectively both orally and in writing.
- Coordinate work with staff from a variety of District departments and external organizations.
- Establish and maintain effective working relationships with others.
- Implement a regional safety-training program.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Monitor contract performance.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Organize and prioritize work to meet schedules and timelines.
- Prepare statistical and narrative reports from multiple sources of data.
- Train, supervise, and evaluate the work performance of assigned staff.
- Use a variety of specialized software programs and online tools to manage data.
- Work cooperatively with others.
- Work independently with minimal supervision.

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 management experience in plant operations, preferably in a large educational setting or other public agency.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:
Category III

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