



## ASSOCIATE DIRECTOR, FACILITIES AND OPERATIONS

**DEPARTMENT:** Plant Services

**COLLEGE:** Central Services

**SALARY GRADE:** [A2/A3 - G](#)

### POSITION PURPOSE:

Reporting to the Executive Director of Facilities and Operations, plan, coordinate and supervise District maintenance and construction activities. Duties include day-to-day responsibility for the effective maintenance and operation of all facilities on the Foothill College campus (which includes District Services) or the De Anza College campus. As assigned, assume responsibility of the Executive Director of Facilities and Operations in his/her absence.

### NATURE and SCOPE:

The Associate Director, Facilities and Operations supervises the activities of the skilled craftsmen and office staff.

### KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Supervise the activities of skilled craftsmen and office staff, including active involvement in, and responsibility for, hiring, training, promotion, appraisal and disciplinary actions.
2. Supervise and confer with maintenance personnel regarding methods and procedures of work, and supplies and equipment requirements. Ensure appropriate response to users' needs, and budget limitations.
3. Provide administrative coverage for both colleges as needed. Coordinate and ensure adequate maintenance coverage through varied work assignments.
4. Oversee district-wide key issuance and lock management program as well as district-wide warehouse and shipping and receiving program.
5. Design, maintain and provide continual improvement of a computerized work order and charge-back system.
6. Assist in overall planning and decision-making for maintaining the safety, utility and appearance of the facilities of the District.
7. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment by enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
8. Ensure that all preventive maintenance is performed as scheduled.
9. Participate in the development and administration of annual operating budgets. Prepare, submit and review construction project and maintenance cost estimates.
10. Review architectural drawings for errors, omissions and problems, and design changes to correct and improve.
11. Assign approved work orders to appropriate crafts, such as carpentry, plumbing, heating, ventilating, electrical, air conditioning and auto mechanics. Ensure that work is accomplished in a timely manner. Inspect completed work.

12. Monitor routine and small construction projects, maintain schedules for construction projects, and initiate schedule changes as necessary. Select contractors and vendors and direct and review the work of architects and other consultants. Inspect work as needed.
13. Ensure work accomplished complies with current building codes and construction, and safety laws and regulations.
14. Coordinate with Environmental Health and Safety staff as necessary to comply with state and federal regulations.
15. Act as owner's liaison to architects, engineers and outside contractors. Procure, supervise and coordinate outside contractor activity.
16. Approve contractor work and authorize payment; assist Material Services in obtaining formal bids. Approve payment for outside contractors and material.
17. Recommend policy, personnel and procedural changes.
18. Assist in planning for present and future use of existing facilities. Assist the Executive Director in the evaluation and selection of new equipment and building/energy management systems and other campus improvement efforts.
19. Inspect buildings and utility distribution systems, identify maintenance and repair requirements, and prepare work requests to accomplish work.
20. Design, or redesign, assigned projects to improve quality of work and meet the needs of instructional or administrative staff.
21. Serve as District Plant Services staff member resource person to assist in callback of personnel to perform emergency maintenance work during non-scheduled work hours.
22. Administer terms and conditions of bargaining unit contracts.
23. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Generally accepted construction principles and practices, related to public works and schools.
2. Methods of purchasing and contract administration in a community college environment.
3. Methods, practices, equipment and supplies used in facility maintenance and construction, building, and safety regulations.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including writing complex proposals.
3. Determine the need for maintenance and repairs; plan and schedule work.
4. Prepare and interpret plans and specifications.
5. Accurately estimate costs of maintenance and construction projects.
6. Manage major construction and renovation projects efficiently.
7. Demonstrate knowledge of the principles of project management and supervision.
8. Demonstrate knowledge of Uniform Building Code (UBC), California Architectural Barriers Laws (CALABL), California Occupational Safety and Health Act (CALOSHA), California Public Contracts Code, American Disabilities Act (ADA), state labor laws, including Workers' Compensation, and other related statutes.
9. Develop short- and long-range plans.
10. Demonstrate a general knowledge of hazardous material control.
11. Work effectively with diverse students, staff, faculty and administrators, both individually and as team members.

12. Develop and implement strategic planning processes.
13. Interpret and apply rules, regulations, policies and procedures.
14. Represent and promote the interests of the department in the administration of the college and the District.
15. Handle difficult and sensitive issues and problems, and resolve conflicts. Train, assign, supervise, evaluate and develop staff.

**Education and Experience:**

1. Any combination of education and experience equivalent to an associate degree.
2. One (1) year of administrative or leadership experience in a related field.

**Preferred Qualifications:**

1. Bachelor's degree in a public administration, business administration engineering or a related field.
2. California community college experience.
3. Legal and practical aspects of project design, bidding, management and "close out" of construction.
4. Knowledge of California Public Contracts Code, Education Code, State of California Capital Outlay and Defend Maintenance Programs for Community College and Office of Regulation Services.
5. Budget preparation and administration.
6. Track record of success in working with people of diverse backgrounds and cultures.

**License and Certifications**

1. Possession of a valid California Driver's License.

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment; subject to some travel to conduct work and physical activities.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

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