



DIRECTOR, FACILITIES AND MAINTENANCE

DEPARTMENT: Facilities & Operations

COLLEGE: Central Services

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

POSITION PURPOSE:

Reporting to the Executive Director of Facilities and Operations, plans, coordinate and supervise District maintenance and operations. Duties include day-to-day responsibility for the effective maintenance and operation of all facilities on the Foothill College (which includes District Services) and the De Anza College campuses.

NATURE and SCOPE:

The Director of Facilities and Maintenance supervises the activities of the skilled craftsmen and office staff, including active involvement in, and responsibility for, hiring, training, promotion, appraisal, and disciplinary actions. This position supervises and confers with maintenance personnel regarding methods and procedures of work, and supplies and equipment requirements; ensures appropriate response to users' needs, and budget limitations. Reviews, maintains and provides continual improvement of the District's computerized work order and charge-back system. This position works with Maintenance Supervisors in assigning approved work orders to appropriate crafts, such as carpentry, plumbing, heating, ventilating, electrical, air conditioning, and auto mechanics.

The Director of Facilities and Maintenance ensures that work is accomplished in a timely manner; inspects completed work; monitors routine and small construction projects, maintains schedules for construction projects, and initiates schedule changes as necessary; selects contractors and vendors; inspects work as needed; inspects buildings and utility distribution systems, identifies maintenance and repair requirements, and prepares work requests to accomplish work; administers terms and conditions of bargaining unit contracts.

KEY DUTIES and RESPONSIBILITIES:

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

1. Ensure that Facilities and Maintenance operations run smoothly by overseeing the two maintenance supervisors; ensure that trades are assigned their daily work orders; determine the need for maintenance and repairs; ensure that the general maintenance plans are followed and plan and schedule work.
2. Prepare scope and facilitate in obtaining maintenance and repair contracts for those work that is outside of the scope or knowledge of District tradespeople.
3. Establish and administer facilities and maintenance related budgets; ensure that inventories are appropriately maintained.
4. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, feedback and, when necessary, discipline, to assigned staff; maintain a safe work environment by enforcing District safety guidelines and work practices, reporting

and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

5. Monitor routine and small construction projects, maintain schedules for construction projects, and initiate schedule changes as necessary. Select contractors and vendors, per District, State and Federal guidelines, and work with architects and other consultants. Inspect work as needed.
6. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Thorough knowledge of mechanical, electrical and plumbing systems, including high voltage electrical systems.
2. Knowledge of Uniform Building Code (UBC), California Architectural Barriers Laws (CALABL), California Occupational Safety and Health Act (CALOSHA),
3. American Disabilities Act (ADA), state labor laws, including Workers' Compensation, and other related statutes, California Uniform Public Construction Cost
4. Accounting and Department of Industrial Relations.
5. Knowledge of hazardous materials regulations, contract law, and Office of Regulation Services policies.
6. Knowledge of California Public Contracts Code, methods of purchasing and contract administration in a community college environment.
7. Knowledge of project and construction management, including generally accepted construction principles and practices as related to public works projects.
8. Knowledge of methods, practices, equipment and supplies used in facility maintenance and construction; building, and safety regulations.
9. Knowledge of principles and practices of higher education organization and structures.

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. Skill and ability to communicate, both oral and written, respectively and effectively.
3. Ability to prepare and interpret plans and specifications.
4. Ability to accurately estimate costs of maintenance and construction projects.
5. Ability to work effectively with diverse students, staff, faculty and administrators, both individually and as team members.
6. Ability to interpret and apply rules, regulations, policies and procedures.
7. Ability to represent and promote the interests of the department in the administration of the college and the District.
8. Ability to handle difficult and sensitive issues and problems, and resolve conflicts.
9. Ability to train, assign, supervise, evaluate, develop and discipline staff.
10. Ability to determine the need for maintenance and repairs, including a deferred maintenance plan, develop and interpret short- and long-range plans and specifications and schedule such work; estimate costs of maintenance and construction projects.
11. Ability to effectively apply principles of project management and supervision.

Minimum Qualifications:

Any combination equivalent to:

1. Bachelor's Degree in a related field
2. Two years related experience

Preferred Qualifications:

1. Familiarity with Project Management best practices and tools.
2. Two years in a leadership or supervisory role on a major project.
3. Four years related experience.

License and Certifications

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

WORKING CONDITIONS:

Environment:

2. Typical office environment; subject to some travel to conduct work and physical activities.
3. Health and safety precautions and personal protective equipment are routine with this type of position.

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 extended periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: July 2019; REVISED: June 2023

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Creditable Service: PERS