

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### DIRECTOR, "BUILDING" MAINTENANCE & OPERATIONS

CMS

Title change from Director, Maintenance & Operations effective 2/17/2010

Salary Range 36

#### BASIC FUNCTION:

Under the direction of the Vice President Business Services, plan, organize, and direct the custodial, grounds, maintenance program, campus events, transportation, construction, and energy management operations of the College; supervise and evaluate the work of assigned personnel; and performs related work as required/assigned.

#### REPRESENTATIVE DUTIES: E – indicates essential duties of the position

- Directs and coordinates the maintenance, grounds keeping, custodial, campus events, transportation, minor and/or alteration construction projects, and energy management operations of the College. (E)
- Directs the personnel activities of the department; trains, assigns, supervises and evaluates the work of assigned personnel; inspects work in progress and completed work to assure compliance with work orders and regulations; inspects facilities to determine required maintenance and repair. (E)
- Directs and coordinates the preventative maintenance program functions of the college. (E)
- Develops, recommends and implements policies and procedures for areas supervised. (E)
- Participates in the development of and monitors assigned budgets. (E)
- Confers with administrators and staff regarding assignments and activities. (E)
- Responds to questions and complaints and works to ensure satisfactory resolution. (E)
- Recommends and implements improved work methods and procedures. (E)
- Participates in the hiring of staff and recommends employment of direct subordinates. (E)
- Authorizes and approves various personnel actions; including time sheets and overtime. (E)
- Trains staff in work and safety procedures related to assignments and in the operation and use of equipment and supplies; ensures safe work practices and procedures are followed. (E)
- Conducts staff meetings to coordinate operational activities and communicates developments or instructions; develops and implements new practices and activities as necessary. (E)
- Authorizes purchase of supplies and equipment; ensures adequate supply inventories. (E)
- Interprets drawings, diagrams, specifications and blueprints as required. (E)
- Evaluates the advisability of contract work for assigned projects; inspects contract work for conformity with specifications. (E)
- Coordinates the College's hazardous materials program, including the preparation and maintenance of required documentation. (E)
- Prepares and submits periodic and special reports of regarding deferred maintenance and capital outlay needs, plans and cost estimates; assists with special reports such as space inventory and physical inventory; prepares and maintains a variety of records and correspondence. (E)
- Operates college vehicles to conduct work; inspects and reviews campus maintenance projects. (E)
- Responds to off-hour emergencies as necessary. (E)
- Chairs or serves on College committees as required or assigned, and participates in professional organizations appropriate to assignments. (E)
- Performs related duties as required or may be assigned

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be: A bachelor's degree in construction management or a closely related field and two years as a supervisor in the maintenance and operations trades OR an associate's degree in construction or a closely related field

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and four years journey-level experience in the maintenance and operations trades, two of those years as a supervisor OR a valid general contractor's license from the State of California and four years of experience as a supervisor in the maintenance and operations trades.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess and maintain during the course of employment, a valid California driver's license

Must be willing to respond to emergencies in off-hours as necessary

Must possess sufficient strength and stamina to lift and carry equipment weighing up to 50 pounds

Must be able and willing to work evenings and/or nights at various campus locations

**KNOWLEDGE OF:**

Principles and practices relating to construction, custodial, grounds and maintenance operations.

Principles and practices of supervision, training and evaluation.

Methods, materials, tools and equipment used in skilled trade practices.

Energy conservation techniques.

Safe work methods and safety precautions related to the work; health and safety regulations.

Applicable codes and regulations.

Office practices, procedures, equipment and record keeping techniques.

Basic budgetary and administrative principles and practices.

Computer applications including word processing, spreadsheets and database.

Effective oral and written communication skills.

Effective interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Developing, implementing and interpreting goals, policies, procedures and work standards.

Planning, directing, assigning, scheduling, and evaluating staff.

Providing work and safety instruction to staff.

Analyzing problems, evaluating alternatives and making creative recommendations

Exercising sound independent judgment within general policy guidelines.

Preparing clear, concise and competent reports, correspondence and other written materials using a personal or on-line computer and appropriate software.

Estimating time and material requirements for assigned projects.

Reading and interpreting plans, blueprints and specifications.

Maintaining records and preparing reports.

Establishing and maintaining effective working relations..

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Not applicable – no permanent full-time staff to supervise.

**CONTACTS:** Co-workers, departmental staff, other departmental staff contractors, vendors,

**PHYSICAL EFFORT:**

Hearing and speaking to exchange information

Walking to conduct inspections

Bending at waist

Working around machinery, moving vehicles or construction sites

**WORKING CONDITIONS:**

Indoor and outdoor work environment.

Driving a vehicle to conduct work and to inspect and review campus maintenance and operations.

Emergency call-outs.