

DIRECTOR, FACILITIES SERVICES

DEFINITION:

Under administrative direction, to plan, organize and supervise the repair, maintenance and improvement of the college's buildings, facilities, physical plant, and grounds; to prepare and manage the facilities services budget; and to perform related duties as assigned. The position oversees an annual operating budget of approximately \$1 million. Responsible for serving three campuses in Gilroy, Hollister, and San Jose, including 46 buildings.

DISTINGUISHING CHARACTERISTICS: This is a single position management classification with general accountability for the college's maintenance program. This classification also participates in the work of the unit on an as-needed basis.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Committed to creating a work environment that is inclusive and values the diverse backgrounds of all employees with authentic efforts to create a more just and equitable institution;
- Responsible for fostering and maintaining a supportive environment characterized by trust and respect for the dignity and creative potential of the individual;
- Responsible for utilizing the participatory governance processes to involve all constituent groups in goal setting, problem-solving, and decision-reaching to develop attitudes of partnership and shared responsibility;
- Ensures proper application of collective bargaining agreements and standards set by the Human Resources department;
- Ensure budgets, expenditures, and procurement of products and services comply with the college's finance and procurement requirements;
- Ensures a high level of organizational responsiveness and communication to understand the needs of our college community.. Includes developing and maintaining a customer service culture that encourages staff to be proactive and customer-driven in their work efforts;
- Serves as the Facilities Management liaison to the campus Emergency Operations Center (EOC) when activated during campus emergencies;
- Administer the EOC/Facilities Maintenance and Operations Plan and is primarily responsible for the review, update, training, communications, and coordination of the campus Facilities EOC plan;
- Supervises and coordinates the custodial, maintenance, repair, renovation and construction;
- operations of the college physical plant and grounds;
- Supervises, directs, assigns, and evaluates the daily work of assigned staff; trains employees in work procedures, standards, and safety practices; interviews and recommends selection of job. Prepares documentation and improvement plans for deficiencies, and recommends performance recognition and disciplinary action;
- Works with the director of Capital projects to coordinate construction projects, communicate with the campus community, and mitigate disruptions to campus

- operations;
- Identifies and prioritizes deferred maintenance projects and develops deferred maintenance documents for the Chancellor's Office, California Community Colleges; Develops specifications for cost estimates.
- Develops, monitors and controls the physical plant, custodial, and deferred maintenance budgets; reviews and approves invoices;
- Plans and estimates materials, tools, and time required for construction, repair, maintenance, and/or renovation to college buildings and grounds;;
- Performs long and short-range planning, and assists with the development of capital projects plans, the facilities master plan, the Five Year Construction Plans and related documents;
- Supervises and inspects in-house and contracted work; provides in-progress and completion review, and directs corrections; ensure compliance with applicable codes and regulations;
- Responsible for the college's utility management, energy efficiency programs and projects, and facility safety coordination;
- Prepares required reports and tests, and ensures compliance with applicable codes and regulations for local, state and federal agencies regarding facilities usage and related projects as required (e.g. hazardous substances control and handling, water quality reports, space inventory, and the annual emissions report);
- Evaluates materials, products and services and recommends and carries out acquisition;
- Coordinates with and responds to college staff regarding maintenance requests and needs;
- Supervises or performs programming for HVAC, lighting and related automated systems including use of computer controls;
- Performs maintenance and related tasks as necessary or required;
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of building maintenance, groundskeeping, and warehousing, including plumbing, electrical, carpentry, HVAC, interior partitioning and finishing, landscape planning, irrigation, fertilization, and pest control, and tree trimming.
- Demonstrated knowledge of the facilities management organization and administrative processes, applicable codes and regulations, and standards governing building construction, maintenance, and groundskeeping; facility management trends and practices, budgets, information management systems, labor relations, public and customer relations, and collective bargaining agreements with the ability to interpret contract language
- Strong knowledge of Americans with Disabilities Act (ADA) facilities compliance standards and accessible design.
- Methods, materials, tools, and equipment used in building maintenance and groundskeeping.
- Principles and practices of supervision, including work planning, direction, and personnel practices.
- Renewable energy and energy storage systems.
- Experience managing a unionized workforce
- Safety and safe working practices for building maintenance, and groundskeeping work.
- Interpersonal skills to promote and instill a workplace culture and climate based on trust and mutual respect; ability to implement team-building skills and to support the teams to achieve target goals and objectives; plan and organize the team to complete assignments

efficiently and effectively.

Skill in/Ability to:

- Planning, organizing, scheduling, assigning and reviewing the work of others.
- Selecting, training, instructing, appraising, counseling and motivating assigned staff.
- Maintaining records and preparing reports and correspondence including required regulatory reports and records.
- Ability to lead and facilitate groups and committees; coordinate complex issues and projects between departments; communicate effectively with diverse constituents within the college community.
- Use professional-level writing and presentation skills to communicate effectively.
- Evaluating and developing procedures, standards and methods for building maintenance and improvement, and groundskeeping.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Preparing and managing the division budget, including construction contract administration.
- Reading, interpreting, and assisting in preparing plans, specifications, and other bid documents for construction projects.
- Exercising sound independent judgment within general policy guidelines.
- Demonstrate sensitivity to and understanding of the diverse backgrounds of our students and campus community members.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A bachelor's degree in a related field such as engineering, construction management, or horticulture; and three years of responsible experience in facilities management, including at least two years in a supervisory capacity.

Or an equivalent combination of education and extensive experience in applying facilities management and administration principles in a similar organizational environment that includes at least eight years of experience as an administrator in a facilities management environment with at least five years of progressive leadership/supervisory experience within a multi-faceted facilities organization.

Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record; subject to call-in during off hours and weekends as required. The position is based out of the Gilroy campus but requires travel between the Gilroy, Hollister, and San Jose campuses. As an exempt employee, the incumbent may be asked to work variable schedules. Must be capable of walking a significant amount of time daily.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Lifting and carrying heavy materials, furniture, equipment and tools; climbing, crawling, and stooping to reach work; manual strength and dexterity to operate tools and equipment, and pull,

push or manipulate heavy objects against resistance; work outdoors in temperature extremes and inclement weather; work aerially, underground, and in exposure to bacterial contamination and hazardous chemicals and fumes; vision to computer screens, written materials, blueprints and diagrams; speech and hearing for in person and telephone communications; sense of smell to detect abnormal conditions such as smoke and odors associated with malfunctions and leaks. This work is performed in outdoor, shop and office settings.