

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Director, Facilities, Maintenance & Operations

BASIC FUNCTION: Under the supervision of the area Vice President, responsible for maintenance, grounds, custodial services, energy management, and construction.

SUPERVISORY RESPONSIBILITIES: Supervises and directs activities of Assistant Director of Maintenance and Operations, Manager of Facilities Grounds and Utilization, Custodial Manager, Administrative Assistant III and Clerk Typist.

REPRESENTATIVE DUTIES:

1. Administers and collaborates policy and procedures with Maintenance Operations, Grounds, Custodial, at Riverside City College and ensures quality and consistency work standards.
2. Prepares, utilizes, monitors and manages the Riverside City College Facilities Operations Maintenance budget; secures funding for capital equipment and minor capital projects; monitors and projects annual budget allocations.
3. Establishes goals and objectives for facilities and capital projects.
4. Provides direction for day-to-day maintenance and operations including specialty trades area such as plumbing and electrical.
5. Through subordinate staff manages multiple sports facilities including football fields, basketball gymnasiums, baseball and softball diamonds, swimming complex and tennis courts.
6. Responsible for the maintenance of several off site locations which includes several District offices.
7. Participates, serves, chairs on multiple College committees, including planning, accreditation, union negotiations, disaster preparedness.
8. Provides leadership in the new emerging technologies.
9. Provides input to construction and design teams for construction projects and major renovations as it relates to sustainability, life cycle costs and maintainability.
10. Monitors remodel and repair construction projects performed by contractors including planning, design, oversight, and inspection.
11. Ensures that all construction and remodeling complies with applicable building codes and regulations relating to school and public building construction. Establishes standards and suitability requirements for construction equipment, materials, and workmanship.
12. Directs the energy conservation programs for the college. Oversees systems and data management for optimizing energy conservation in classrooms, meeting rooms, and public areas.
13. Ensures that the college is in compliance with appropriate laws, codes, and regulations regarding construction, building safety, and safe work practices.
14. Plans, designs, and implements a facilities usage process for the college. Recommends appropriate rules and policies for usage.
15. Negotiates and secures Maintenance and Inspection contracts for fire, elevator, HVAC, and Facilities related equipment.
16. Establishes and maintains objectives of automated work order processing system.
17. Leads the development and execution of a broad-based strategic sustainability initiative, integrating sustainability throughout the college. Ensures that the college's sustainability effort enhances the business performance and supports long-term interests.
18. Serves as a member of the Management Leadership Association.

19. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
20. Performs other related responsibilities as may be assigned.

EDUCATION: An Associate's degree from an accredited institution or completion of sixty (60) college units. Additional qualifying experience may substitute for the required education on a year for year basis with one year of experience being equal to one year of education.

EXPERIENCE: Seven or more years of progressive, directly related facilities management experience is required. Familiarity with the California Community College and Department of State Architect process is desired.

LICENSES/CERTIFICATIONS REQUIRED: Must have a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier.

KNOWLEDGE OF: Principles of functional leadership, training and performance evaluation; pertinent federal and state regulations; strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies, and administrative needs; computer applications, operating systems, hardware, telecommunications, and network systems; operational characteristics, services and activities of construction and engineering of commercial structures; principles and practices of structure design, code compliance, accessibility, and construction project management; Federal, state, and local laws, codes and regulations affecting structural integrity of and access to facilities; and financial management in facilities planning and maintenance and operations, including, but not limited to, financial performance analysis, budget preparation, and administration.

ABILITY TO: Anticipate, prevent, and resolve conflicts and problems under areas of supervision. Supervise others by assigning/directing work; conduct employee performance evaluations; train staff and develop staff training programs; take appropriate disciplinary/corrective actions; make hiring and termination recommendations; plan, organize and prioritize time and workload in order to accomplish tasks and meet deadlines; deal with people in a manner which shows sensitivity, tact, and professionalism; ensure compliance with contract terms, policies and procedures; make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions; communicate information and ideas clearly and concisely, verbally and in writing; read and understand information presented in writing; and plan, organize and control projects throughout various stages or project progress.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, Administrators, Deans, Vice Chancellor, Directors, Chancellor, faculty, staff, students, City, State, and County Officials.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.