

	Position: Director of Maintenance and Operations	Position Number:
	Department/Site: Administrative Services	FLSA: Exempt - Administrative (Classified Administrator)
	Reports to: Executive Director of Facilities, Planning, and Construction Management or assigned administrator	Salary Range: VII

DEFINITION

Under general direction, plans, organizes, manages, administers, coordinates, and directs the activities and operations of the District’s facilities and grounds maintenance operations; assists in coordinating assigned activities with outside agencies and the public; provides complex and responsible support to the Executive Director of Facilities, Planning, and Construction Management in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director of Facilities, Planning, and Construction Management. Exercises direct and 28 Tm ()Tj-ct andiml1a(cu)

Reviews or prepares plans and specifications for contract work; inspects work in progress and completed work of assigned employees and contractors to ensure maintenance of standards and compliance with codes and regulations; administers and coordinates maintenance contracts with outside firms; participates in the solicitation of bids and review of proposals.

Maintains preventive maintenance schedules and records; schedules major facilities and grounds maintenance projects such as office alterations and major equipment overhauls; serves as a liaison with District departments to discuss facility needs.

Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.

Develop, implement, and evaluate programs and services.

Utilize data and assessment outcomes to make improvements for programs and services.

Inspire and motivate others toward goal achievement.

Counsel, direct, and facilitate professional development of employees.

Develop and monitor budgets and effectively utilize resources.

Effectively manage priorities in large, complex, and diverse operational units.

Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.

Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.

Recruit, select, supervise, and evaluate employees.

Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.

Effectively administer support services programs, projects, and activities.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.