

**Santa Monica Community College District
Personnel Commission**

Chief Director – Facilities Management

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CONCEPT OF THE CLASS

This position directs the District's facilities, planning and operations, including maintenance, operations, grounds, custodial services, construction, remodeling, and energy management services.

ESSENTIAL DUTIES

Directs the District's capital facilities program including major construction projects and remodels, deferred maintenance, hazardous material abatement and energy management plans; develops, organizes and implements long and short-term programs activities designed to develop assigned facilities and services.

Directs the District's maintenance and operations departments including coordination of multiple sites needs for services; supervises the development and implementation of the District's five-year Deferred Maintenance Program, Preventative Maintenance Program and Hazard Mitigation Program; serves as Team Leader of the Facilities Management team.

Meets with staff to plan, develop and implement programs and support services in assigned areas of responsibilities.

Coordinates inspection work of facilities contractors for construction and maintenance projects.

Formulates routine and emergency facility policies, procedures and practices; analyzes existing space and facilities for compliance with all building, fire and safety codes and to ensure optimum economic use.

Prepares, recommends and administers the annual budget for all areas within the Facilities Program; analyzes and reviews budgetary and financial data; monitors, controls and authorizes expenditure of funds in accordance with established fiscal guidelines.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files; assures timely preparation, maintenance and distribution of reports and records as required by federal, state, local and District regulations.

Serves as District's facility liaison with various public agencies, including the California Community College Chancellor's Office, Division of the State Architect, State Fire Marshal and the City of Santa Monica.

Assists in staff selection, training, work assignment, supervision and evaluation; serves as final level of review of staff annual performance evaluation; confers with directly reporting subordinate supervisors on the development and imposition of corrective or disciplinary actions for Facilities and Maintenance staff.

Serves on various College committees; attends and conducts a variety of meetings; communicates with other administrators, personnel and contractors to coordinate activities and programs; resolves issues and exchanges information.

Represents the District at meetings with local public agencies, business organizations, community groups and others.

Performs other related duties as assigned, requested or as the situation requires.

Examples of essential duties are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

SUPERVISION

Supervision Received:

General administrative direction is received from the Vice President-Business & Administration.

Supervision Exercised:

General supervision is exercised over the Director of Maintenance, the Director of Campus Operations and the Director of Facilities Planning

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of laws affecting the construction, maintenance and repair of college facilities, applicable state and local building safety and health codes, State of California and California Community College Chancellor's Office guidelines and standards, building and education codes, and applicable federal and state laws, including the Americans with Disabilities Act as related to facilities planning, construction and maintenance.

Knowledge of the principles and practices of organization and business management and effective administration of facilities and maintenance operations

Knowledge of modern construction and facilities planning methods and practices and their application in Class I and Class II structures

Knowledge of construction contracting and management

Knowledge of community college budget control measures

Knowledge of state and federal funding programs and grants

Knowledge of hazardous chemical and waste disposal methods

Knowledge of effective supervisory techniques including successful recruitment and selection processes; appropriate work assignment, delegation and performance evaluation; relevant staff development and training; and meaningful corrective and disciplinary action

Ability to plan, direct, administer, review and evaluate the effectiveness of maintenance, mechanical systems, energy management, grounds and operations functions

Ability to coordinate work activities between departmental units, contractors and other campus groups; anticipate conditions, plan ahead, establish priorities and meet deadlines and schedules

Ability to read and interpret blueprints, shop drawing and sketches

Ability to interpret, explain and apply rules, regulations, policies and procedures

Ability to analyze situation accurately and adopt an effective course of action

Ability to prepare and control a budget

Ability to establish and maintain effective working relationships with college administrators, managers, faculty, staff, students, vendors and contractors in a diverse, multicultural and multi-ethnic educational environment

Ability to communicate well both orally and in writing

Ability to establish and maintain records keeping systems and prepare reports.

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's Degree in engineering, business administration or a related field from an accredited college or university.

Experience Requirement:

Six (6) years of progressively responsible experience with facilities construction and maintenance management , including budget development and administration, and supervision of staff of maintenance and operations managers and support staff.

Education/Experience Equivalency:

2 years of experience at the level of a Director of Facilities Management or above may substitute for 2 years of education.

Licensure and/or Certification:

None required.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Trades, Facilities, Maintenance

FLSA Status: Exempt

Personnel Commission Approval Date: 10/17/07

Class History: Replaces Lead Director-Facilities/Maintenance