

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

**JOB TITLE:** Director, Plant Operations and Maintenance

**BASIC FUNCTION:** Under the supervision of the area Vice President, responsible for the quality and administration of the facilities program; provides leadership in the management of facilities functions on the assigned campus/site.

**SUPERVISORY RESPONSIBILITIES:** Asst. Custodial/Custodial Manager, Maintenance Mechanic, Senior Groundsperson, Groundsperson, Maintenance Helper, Substitutes, and Hourly workers.

**REPRESENTATIVE DUTIES:**

1. Plans, organizes, trains, evaluates, and directs the work of the facilities staff (maintenance & operations, custodial, grounds).
2. Maintains District operations and quality standards, with the assistance of facilities managers.
3. Assists the Director, College Safety & Security with the supervision of the security officers on the site.
4. Assists in interviewing and screening prospective facilities personnel.
5. Inspects all areas for any vandalism or any item in need of repair and makes daily written reports to the Director of Facilities.
6. Keeps necessary records including time cards and makes necessary reports.
7. Implements budget (maintenance and operations, custodial and grounds).
8. Assists in interpreting college programs to the general public through community contacts and participation in community activities.
9. Serve as a member of the Management Association.
10. 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.
11. Participate in local, regional and state activities to promote Riverside Community College District and the community college movement.
12. Performs other related duties as may be assigned.

**EDUCATION:** Associate's degree from an accredited institution is required.

**EXPERIENCE:** Successful experience in a supervisory role is also required.

**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 agent.

**KNOWLEDGE OF:** and skill in the use of tools, equipment, materials and techniques of one or more fields of building construction and maintenance.

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**ABILITY TO:** prepare and interpret plans and diagrams; prepare estimates of material and equipment for proposed installations; keep simple records; supervise the work of others; use and instruct others in the proper use of hand and power equipment; read and write in the English language; give and follow oral and written instructions; maintain effective working relationships with others.

**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, other departmental personnel, Director of Facilities, Vice Chancellor Facilities, Provost, Grounds, Custodial, and Floor Crews.

**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.