

September 2018

FLSA: Exempt

Salary: S

CBA DESIGNATION: CLASSIFIED MANAGEMENT

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ASSISTANT DIRECTOR, FACILITIES, MAINTENANCE & OPERATIONS**

BASIC FUNCTION: Under the supervision of the area Director, responsible for day-to-day operations in the Facilities Department; as well as the coordination, development, and implementation of minor capital projects. Responsible for planning and directing fire and safety program and environmental compliance of college functions. Responsible for the fleet maintenance program.

SUPERVISORY RESPONSIBILITIES: Supervises and directs work assignments to the Facilities, Grounds and Utilization Manager, Custodial Manager, and Assistant Custodial Manager as well as the Maintenance Mechanics (HVAC, electricians, lighting specialists, plumbers, carpenters, equipment mechanics, electronic repair persons, painters, and locksmiths), support staff, and short-term workers. Manages projects with contractors, engineers, architects, consultants and professionals as needed on college projects.

REPRESENTATIVE DUTIES:

1. Plans, schedules and organizes the work orders and building maintenance work; makes assignments in certain areas; and supervises College personnel to duties as directed.
2. Manages, Inspection and Maintenance, Fire and Safety program including all fire pump, riser, hydrant, sprinkler and fire alarms college-wide. Develops and maintains the annual Business Emergency Plan as per Riverside City fire department code, including all code-required inspections.
3. Manages, maintains and monitors the environmental compliance program for college-wide facilities, including hazardous materials storage and removal. Monitors clarifier operations. Keeps accurate records and documentation of hazardous and non-hazardous waste manifest for the Department of Environmental Health.
4. Manages Vehicle Maintenance Program, including Department of Transportation (DOT) compliance requirements, logbook documentation, maintenance documentation and biennial inspection of terminals "BIT" inspection compliance.
5. Manages vehicle inspections, diagnosis, and repairs of college vehicles.
6. Oversees campus facilities utilization.
7. Prepares cost estimates and recommendations for repairs.
8. Assists in campus' minor capital projects and the work of construction consultants, including, but not limited to, design professionals, engineering professionals, contractors, construction management consultants, project management consultants, project engineers, construction inspectors, testing labs and other professional service providers.
9. Directs and participates in the repair of college facilities, including all skilled crafts in the maintenance field.
10. Responsible for training, monitoring, and performance evaluation of employees as well as initiating disciplinary action of subordinates.
11. Operates and trains staff in the safe use of maintenance equipment and work environment.
12. Monitors and evaluates energy management systems.

13. Assists in planning of 5 year scheduled maintenance projects, capital projects, and infrastructure replacement projects.
14. Supervises the work of Maintenance Mechanics.
15. Assist in writing specifications to purchase, install, or repair equipment.
16. Directs grounds and custodial work in the absence of the Grounds and Custodial managers.
17. Assists the Director, Facilities, Maintenance & Operations (FM&O) to set work priorities and allocate work projects performed by Maintenance Mechanics.
18. Takes appropriate action to eliminate unsafe or dangerous conditions in accordance with Risk Management established guidelines, effectively identifies training needs, and ensures that all necessary job-related instruction is provided to staff in a timely manner.
19. Assists in the recruitment, selection, hiring, and performance evaluations of Maintenance Mechanics.
20. Participates in the training of Maintenance Mechanics as needed through continued study and participation in professional organizations and maintains an understanding of current ideas, research, and practices pertaining to areas of responsibility for the position.
21. Carries out such other duties as may be assigned by the Director, FM&O.
22. Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: A bachelor's degree from an accredited institution in architecture, engineering, construction management, or related field, and five or more years of progressive maintenance and operations experience, including direct supervision responsibilities, is required; or an equivalent combination of training and experience.

A master's degree is preferred. Custodial and/or grounds supervisory experience is preferred.

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:

1. Fire and Safety codes, environmental compliance codes, Department of Transportation codes, and Department of Environmental Health codes.
2. Facilities mechanical systems diagnosis repair and maintenance procedure.
3. California building codes.
4. The California Community College and Department of State Architect process.

ABILITY TO:

1. Supervise others by assigning/directing work, conducting employee performance evaluations, training staff and developing staff training programs, and take appropriate disciplinary/corrective actions.
2. Make hiring and termination recommendations.
3. Plan, organize and prioritize time and workload in order to accomplish tasks and meet deadlines.
4. Deal with people in a manner which shows sensitivity, tact, and professionalism.
5. Ensure compliance with contract terms, policies and procedures.
6. Make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions.

7. Communicate information and ideas clearly and concisely, verbally and in writing, and read and understand information presented in writing.
8. 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: Faculty, staff, students, administration, vendors, public officials, consultants, architects, and contractors.

WORKING CONDITIONS: Normal office and maintenance 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