

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

JOB TITLE: Director, Facilities

BASIC FUNCTION: Under the supervision of the area Vice President, responsible for the quality and administration of the facilities program; provides leadership in the areas of operations, maintenance, grounds, custodial and management of facility functions on the assigned college.

SUPERVISORY RESPONSIBILITIES: Supervises staff and directs activities of the Maintenance & Operations department.

REPRESENTATIVE DUTIES:

1. Plans, organizes, trains, evaluates, and directs the work of the facilities staff (maintenance & operations, custodial, grounds) ensuring quality and consistency in work standards.
2. Assists in interviewing and screening prospective facilities personnel.
3. Keeps necessary records including attendance data and conducts annual performance reviews of personnel.
4. Responsible for the department budget, including assistance in securing funding for capital equipment and minor capital projects, purchasing, quotes, and all fiscal records.
5. Serves on and may chair college committees as assigned which may include planning committees, accreditation, safety and disaster.
6. Provides leadership in new and emerging facility and office technologies to ensure effective and efficient use of resources.
7. Facilitate and manage minor renovation requests and projects.
8. Maintain department work orders through Footprints and assign work orders to department staff, follow-up on requests, maintain system with updates and complete records.
9. Schedule, monitor, and provide required maintenance, service, repairs, and replacement of all equipment and required inspections.
10. Coordinate with all vendors and contractors for capital and minor projects, remodel projects and repairs, and service calls for the college including input to construction and design teams for college projects and assuring that projects comply with applicable building codes and regulations related to school and public building requirements.
11. Responsible for State, District, and College reports that relate to facilities operations and maintenance.
12. Responsible for space allocation and planning (Fusion); and, the planning and development of a facilities usage process including guidelines for use.
13. Works with administrators as necessary on OSHA and ADA compliance matters.
14. Directs the energy conservation programs for the college to optimize energy conservation in classrooms, meetings, and public areas.
15. Prepares project and job specification as necessary.

16. Serve as a member of the Management Leadership Association.
17. Maintain 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.
18. Participate in local, regional and state activities to promote Riverside Community College District and the community college movement.
19. Perform other related duties as may be assigned.

EDUCATION: Associate's degree from an accredited institution or completion of sixty (60) semester units. Additional qualifying experience may be substitute for the required education on a year for basis with one year of experience being equal to one year of education. A Bachelor's degree in a related field is desired.

EXPERIENCE: Minimum of three years of progressively responsible experience in the area of facilities, maintenance and operations, or a related field, including at least two years of experience in an administrative or supervisory position is 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; knowledge of leadership and supervisory principles; application of technology to facilities operations; principles of office management; the development of maintenance schedules; principles of building maintenance; methods and techniques used in the design and ~~on the~~ remodel of buildings or offices, rules, regulations and codes impacting building and facilities operations, principles of budget management.

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 effectively; maintain records and prepare project reports; give and follow oral and written instructions; ability to analyze and assess problems and identify alternatives and solutions, supervise, train and evaluate staff; 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, managers, Vice Chancellors, President, 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.