

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DIRECTOR, MAINTENANCE AND OPERATIONS

Management Class Specification

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

MANAGEMENT RESPONSIBILITY

The Director, Maintenance and Operations is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedures as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide management councils.

GENERAL DESCRIPTION

The Director, Maintenance and Operations, under general direction, will plan, organize, coordinate, and direct the maintenance, custodial, and grounds keeping operations of the Colleges; and to do related work as required. Direct responsibility is to the Vice Chancellor, Business Services.

DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties not listed, but within classification.

The Director, Maintenance and Operations shall:

1. confer with, direct, and train maintenance, custodial, and grounds keeping personnel regarding methods and procedures of work, supplies, and equipment requirements, and solutions to operational problems and conflicts;
2. determine by inspection and by review of oral and written requests and work orders, the need for buildings and grounds repair and maintenance work;
3. develop plans, sketches, and layouts;
4. make cost estimates and specifications for the work to be done;
5. plan a systematic program of preventive maintenance;
6. supervise skilled workers in the performance of minor new construction, major repairs, and alterations;
7. supervise grounds personnel in the maintenance of District landscaping and grounds;
8. indicate priority of work to be done; submit requisitions and purchase orders for materials and equipment;

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9. assist in the preparation of the budget requests for assigned operations and keep expenditures within the approved budget;
10. interview and recommend the employment and assignment of personnel;
11. assign regular work schedules and special schedules as necessary for various educational, athletic, and civic activities;
12. provide information to architects, engineers, and contractors;
13. adhere to safe working practices and enforce all relevant legal requirements relating to health and safety.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Methods, practices, tools, equipment, and supplies used in building repair, maintenance work, including building service systems, grounds keeping, custodial work, engine and vehicle repair; laws affecting the construction and repair of school buildings and service systems; applicable state and local building, safety and health codes; principles of supervision and training.

Ability to:

Prepare and interpret plans and specifications; plan and organize the work involved in maintaining school buildings, equipment, and grounds; estimate costs of school construction, repair, and maintenance work; plan, supervise, and direct the work of others effectively; carry out college and district policies; prepare verbal and written reports; establish and maintain cooperative and effective working relationships and meet the public with courtesy and tact.

MINIMUM EDUCATION & EXPERIENCE

Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education:

Graduation from a four-year accredited college or university with a major in business, engineering, architecture, or a related field.

Experience:

Six years of increasingly responsible, full-time experience in buildings and grounds maintenance, preferably in a school setting, including at least five years in management and supervision OR an equivalent combination of education and experience that indicates possession of the knowledge and abilities required.

License:

Possession of a valid California driver's license.

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NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.

APPOINTMENT

The Director, Maintenance and Operations shall be elected by the Governing Board upon the nomination of the Chancellor.

Adopted by the Board of Trustees May 17, 1994
Effective: April 17, 2002
Revised: May 21, 2002; April 10, 2006
Board Designation: Administrative
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