



DIRECTOR OF MAINTENANCE, OPERATIONS, AND FACILITIES

BASIC FUNCTION

Under direction of the Vice President of Administrative Services, plan, organize, coordinate and direct the District's custodial, grounds, maintenance, and facilities' operations which include , cleaning, repairs, modifications and alterations of buildings, grounds and facilities; assure that buildings and grounds maintenance services are provided to support and facilitate the instructional program and support established goals and objectives; supervise and evaluate the performance of assigned staff.

DISTINGUISHING CHARACTERISTICS

The Director of Maintenance, Operations, and Facilities is a classified management position responsible for providing strategic and operational leadership of the District's physical infrastructure and facility services. This position is distinguished by its comprehensive oversight of facilities planning, maintenance, custodial services, groundskeeping, and utility systems, including the water treatment plant. The Director plays a key role in emergency response planning and ensures facilities are safe, functional, and aligned with the District's long-term goals. Incumbents must demonstrate a high level of technical knowledge, strong leadership and project management skills, and the ability to work collaboratively across departments to support student success and institutional effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Plan, organize and direct activities related to maintenance, repair, and alteration of District buildings, grounds, and facilities, ensuring proper maintenance of systems including the water treatment plant, lighting, HVAC, and refrigeration systems.
2. Direct and respond to emergency repair calls at any time, including weekends, holidays, and after hours when campuses are typically closed. Ensure facilities

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are safe, secure, and operational before, during, and after adverse weather events or natural disasters. Oversee and ensure grounds, custodial, and maintenance personnel are properly trained in emergency management and disaster preparedness.

3. Plan, coordinate, and implement custodial, maintenance, and grounds services Districtwide, including student housing. Collaborate with District administrators in the development and execution of campus safety plans.
4. Coordinate with District administration, personnel, and departments to address building and grounds maintenance needs and to accommodate special requests and functions,
5. Provide technical expertise regarding modification or alteration of buildings and other assigned functional areas; advise supervisors or lead maintenance employees of unusual trends or problems and recommend appropriate corrective action.
6. Develop, plan, and implement programs and activities to improve and enhance custodial, maintenance and grounds services provided to the District; implement a systematic preventive (deferred) maintenance program; review planned special maintenance projects and establish priorities to assure optimum allocation of fiscal and human resources.
7. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
8. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to maintenance and operations.
9. Communicate with other administrators, vendors, State and government agencies and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
10. Develop and prepare the annual budget for maintenance and operations; prepare justifications, proposals and recommendations concerning fiscal resources; control and authorize expenditures in accordance with established limitations, District policies and State laws and regulations.

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11. Inspect, review, and approve work orders, purchase orders, proposals from vendors and/or contractors; work in conjunction with the Vice President of Administrative Services in preparing and administering the District's contracts for services and small projects.
12. Inspect buildings, grounds and equipment for fire, safety, and health hazards; make recommendations to the Vice President of Administrative Services of any immediate or emergency repair.
13. Participate and represent the District in the collective bargaining process, when required.
14. Oversee and ensure the effective and efficient operation and function of the Districtwide utilities including, but not limited, to water treatment plant, water filtration and pumping plant systems, and water, gas, and underground electricity distribution systems.
15. Attend and participate in the District's regularly scheduled or special board meetings. Participate in a variety of shared-governance committee meetings, Chair committees, task forces and other work groups in support of new programs and initiatives.
16. Participate in annual seminars, workshops, and conferences to maintain current knowledge in the field and establish and maintain a network with peers.
17. Plan, coordinate, and participate in the scheduling and execution of special events, hazardous materials inspections, and annual reporting activities such as space utilization and enrollment trends, to ensure appropriate facilities support and resource allocation.
18. Manage the District's involvement in state-level facilities reporting and compliance, including coordination of FUSION activities for Physical Plant and Instructional Services (PPIS) funding, participation in the California Uniform Public Construction Cost Accounting Act (CUPCCAA), and serve as the District's liaison to the State Chancellor's Office Facilities Division. Act as the District's environmental impact officer in accordance with the California Environmental Quality Act (CEQA).
19. Perform related duties as assigned.

QUALIFICATIONS

Knowledge Of:

Classification: Director of Maintenance, Operations And Facilities / Range 7 / FLSA Status: Exempt / Classified Administrator; Date Last Revised: April 2025/ Date Approved: April 2025

- Planning, organization and direction of a maintenance and operations department.
- Budget preparation and control.
- Modern practices, procedures and equipment used in building, grounds and equipment maintenance and repair.
- District organization, operations, policies, and objectives.
- Oral and written communication skills.
- Water, gas, electricity, and HVAC systems.
- Principles and practices of management, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and diplomacy.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Skills and Abilities To:

- Plan, organize, coordinate, and administer programs, services, activities and functions related to the District's grounds and facilities maintenance function.
- Provide technical expertise to others regarding maintenance and operations services, programs, and activities.
- Communicate effectively both orally and in writing.
- Read, interpret, apply, and explain codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze complex data and reach sound, defensible conclusions.
- Plan, organize and coordinate major projects as well as grounds and facilities maintenance work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of records and files related to maintenance and operations activities.
- Supervise and evaluate the performance of assigned staff.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major coursework in facilities management, construction management, engineering, business or public administration, or a related field.

Experience:

Three years of increasingly responsible experience in facilities operations, maintenance,

or construction management, including two years of management and administrative responsibility. Experience in a public sector or educational environment is desirable.

LICENSES AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS: Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Incumbent is subject to constant interruptions and demanding timelines. Work is also performed in an outdoor environment when inspecting facilities and overseeing operation of the water treatment plant. Incumbent is subject to adverse weather conditions when working outdoors.

WORKING CONDITIONS

Physical Demands:

Must stand, walk and sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines; see to read fine print; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 25 pounds.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Frequent interruptions; communicate effectively by phone, in writing, and in person with others; working multiple tasks concurrently; effectively process information to make sound judgements and decisions.