

JOB DESCRIPTION



Position Title: Assistant Director of Facilities

Department: Facilities

Employment Category: Exempt Staff

Primary Location: District-wide
Based on the Douglas Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: EX15

Position Summary: The Assistant Director of Facilities is responsible for providing oversight and leadership for day-to-day facilities operations and facilities project management, maintaining staffing and project vendor work scheduling and recordkeeping, ensuring consistent performance standards and workplace safety, overseeing building automation systems and maintenance management programs, manages teams to maintain safe, functional and sustainable learning environments, complies with federal, state and local regulations, and collaborates in developing strategic planning and budgeting.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Oversees daily activities for maintenance, construction, groundskeeping, custodial services and work process documentation; develops and implements effective and efficient protocols to ensure quality outcomes and timely work completion; provides leadership and supervision of facilities team members, participates in the hiring process, mentoring, professional development and performance evaluations

Manages the operation, maintenance, repair and installation of centralized and de-centralized heating and cooling, solar, well water and wastewater systems; mentors staff on expectations and standards; evaluates work procedures, tool usage and equipment operation to minimize inefficiencies and avoid potential hazards; ensures preventative and corrective action work orders are effectively utilized, and updated as conditions warrant

Collaborates with faculty and staff on work order and construction activity scheduling and progress updates; responsive to urgent needs within scope of authority; keeps supervisors informed and seeks guidance as required

Participates in construction project design and planning; reviews construction drawings to determine work scope, equipment and material needs, and collaborates with stakeholders; coordinates and executes in-house construction activities and contracted services; uses project management software to manage workflow, material procurement and costs; complies with federal, state and local building, environmental and safety regulations

Supervises all facilities control and monitoring systems, including heating and cooling, lighting, electronic access, elevator, emergency power, well water, wastewater, and irrigation control

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systems; performs assessments, identifies potential issues based on historical preventative and corrective maintenance records; develops and recommends protocols for energy and resource conservation

Aids in the development and maintenance of technical and engineering documents, drawings, and construction specifications; establishes and communicates consistent performance standards, facilities infrastructure and workplace safety; makes recommendation to standardize, modernize and replace equipment

Responds to emergency calls, tasks and work orders, as required

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in Construction Management, Engineering, Applied Science, or related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education, AND

Five (5) years of experience in facilities management position, including serving in a supervisor role for at least two years or other related job positions, AND

Two (2) years of experience in project management and database software

Possess a valid state issued driver's license and must meet and maintain a driving record to be approved for coverage under the college's motor vehicle insurance policy

Other formal training schools and certifications are a plus

Preference may be given to individuals who possess the ability to communicate in Spanish and English, verbally and in writing

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of maintenance and operation of HVAC equipment, including boilers, chillers, cooling towers, and associated system equipment

Knowledge of commercial building trade skills, including, but not limited to, plumbing, electrical systems and control systems

Knowledge and use of equipment monitoring and control programs

Knowledge of preventative maintenance and computerized maintenance management software

Knowledge of workplace safety requirements

Skilled in reading blueprints, technical and engineering documents

Skilled in use of project management and database software

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Ability to work organize, prioritize, and follow multiple tasks through to completion, with attention to detail

Skill in establishing and maintaining effective working relationships with other department staff, faculty, students and the public

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to work independently while contributing to team environment

Ability to generate and maintain computer-based reports, spreadsheets, and databases

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes, and with a sense of urgency

Work Environment: Work is primarily performed under general supervision and may require working early morning shifts in a variety of climatic conditions. May work in a typical classroom or laboratory setting with appropriate climate controls and includes exposure to mechanical and chemical hazards. May work with potentially hazardous chemicals that could include, but are not limited to, cleaning agents, sanitizers, fertilizers, pesticides, and herbicides.

Physical Requirements: Essential functions of this position require: manual dexterity, ability to communicate, lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching and handling with varying frequencies. **Incumbent is required to live within 30 minutes commute of Douglas Campus in order to be responsive to emergency callouts.**

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting only occasionally, walking and standing are required regularly, incumbents may be required to kneel, crouch/squat, crawl, climb, stoop, turn/twist, balance, reach or handle

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Director of Facilities

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.