Position Title: Assistant Director of Maintenance Operations

Department: Administrative Affairs

Employment Category: Administrative Staff

Primary Location: Douglas Campus
Sierra Vista Campus

FLSA Classification: Exempt

Parameters: Full-time; 12 months/year
Pay Grade: AS15

Position Summary: The Assistant Director of Maintenance Operations directs and manages the day-to-day maintenance and operations of college facilities and assists in the implementation of the college’s short term and long range master facilities plans.

Essential Functions: 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:

Plans, develops, and supervises activities of the maintenance staff on assigned campus in the general maintenance, repair and/or replacement of buildings, property, furniture, fixtures or equipment; includes electrical, mechanical, plumbing, refrigeration, carpentry and painting repair and maintenance

Plans and develops work/staff schedules including evaluating and monitoring project progress and costs, prioritizing, assigning, scheduling, and monitoring status of work orders; prepares estimates, approves purchases, and tracks budgeted expenditures

Assists Executive Director of Facilities and Planning in developing annual operational and capital budgets

Supervises training of maintenance personnel on appropriate procedures and use of materials, equipment, including training staff on OSHA and other safety and hazardous materials regulations; hires and evaluates employee performance; inspects college facilities to determine maintenance and repair needs; manages emergency on-call needs; assists maintenance staff with projects as needed

Provides support at college locations district wide as required to perform installation, repairs and other maintenance duties

Complies with federal, state and local laws and regulations, departmental and college policies and procedures; follows all safety precautions and standards; communicates with faculty, staff, students and other maintenance personnel; responds to and resolves problems within scope of authority; refers more complex problems or those beyond scope of authority to supervisor; and informs supervisor on regular basis of problems and concerns

Represents the college and the department on committees and with professional organizations as assigned

Maintains current knowledge in the field of facilities maintenance

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 engineering, construction management or related field from a regionally accredited institution of higher learning recognized by the US Department of Education
Five years progressively responsible facilities maintenance experience including three years in a supervisory role

*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 or ability to learn, follow, and enforce college policies and procedures
Knowledge of management practices and principles
Knowledge of general maintenance principles, practices and techniques
Knowledge of Federal, State and local laws, regulations and guidelines related to assigned work
Knowledge of budget preparation, monitoring, and administration processes
Skill in applying general maintenance principles, practices and techniques
Ability to supervise the work of others and lead a team
Ability to work independently, prioritize, follow multiple projects and tasks through to completion, with close attention to detail while contributing to team environment
Ability to relate to a diverse population in a professional and helpful manner, and to maintain composure when faced with difficult situations
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
Strong organizational, leadership, and management skills

**Work Environment:** Work requires working early morning shifts and is primarily performed under limited supervision.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

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:** Executive Director of Facilities Management and Planning

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.