

# JOB DESCRIPTION



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**Position Title:** Assistant Director of Facilities

**Department:** Facilities

**Employment Category:** Administrative Staff

**Primary Location:** District-wide;  
Based on the Sierra Vista Campus

**FLSA Classification:** Exempt  
**Remote Work Eligible:** No

**Parameters:** 40 hours/week; 12 months/year    **Pay Grade:** AS16

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**Position Summary:** The Assistant Director of Facilities oversees the day-to-day maintenance and operation functions and control systems, including developing and implementing protocols for energy and resource conservation, establishing and communicating consistent performance standards, and maintaining engineering records, drawings and related specifications.

**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 day-to-day maintenance and operations throughout the district, ensuring effective and efficient protocols are in place to best use college resources; develops and implements processes that utilizes available resources to provide a safe and comfortable learning environment; ensures work order systems are managed to best meet the needs of the college, employees, and students

Assists with planning, coordinating and organizing of in-house and contracted construction and renovation projects, utilizing project management and design software

Manages all facilities related control and monitoring systems, including energy management, lighting, electronic access, elevator, emergency power, well water, wastewater, and irrigation control systems; performs assessments, identifies potential issues, and implements corrective actions or processes to conserve energy and resources; based on historical preventative and corrective maintenance records, recommends processes to improve efficiency and life span of equipment

Manages the development and maintenance of technical and engineering documents, drawings, and related specifications; assists with development of standards for construction, equipment and materials ensuring district-wide consistency; makes recommendation to standardize, modernize and replace equipment

Assists with short- and long-range master facilities planning; assist with design development, resource coordination and organizing construction and renovation activities using project management software; reviews installation, remodeling, and construction schematics to determine the scope of the projects, necessary equipment, materials, and recommends potential changes to supervisor

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 facilities personnel; responding to and resolving problems within scope of authority; refers more complex problems or those beyond scope of authority to supervisor; keeps supervisor informed on a regular basis of current work, problems and concerns

# JOB DESCRIPTION



Provides leadership and supervision of HVAC technicians, monitoring and evaluating work practices to ensure quality, timeliness, and compliance with safety standards; ensure staff are adequately trained and equipped to effectively perform their duties and responsibilities; prioritizes and assigns work schedules, and coordinates maintenance and repair activities with appropriate entities;

Oversees the operation, maintenance, repair and installation of centralized and de-centralized heating and cooling, solar, well water and waste water 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

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, 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

*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

Ability to work independently, prioritize, follow multiple projects and tasks through to completion, with attention to close detail

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

# JOB DESCRIPTION



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 multi-task and organize, prioritize, and follow multiple projects and 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.

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.