

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Physical Plant and Facilities	Range: 25 (CL)	Management Schedule
Date Revised:	July 23, 2013	Date Approved:	1986
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of a college Vice President or designee, this position is responsible for planning, organizing and directing overall campus facilities programs and maintenance operations and for coordinating and supervising campus auxiliary services as assigned.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Plans, organizes and directs the overall facilities programs and maintenance operations functions for a college campus, including facilities management, campus maintenance and operations, and various auxiliary services; evaluates the effectiveness of facilities programs, maintenance operations and assigned auxiliary services; develops and implements plans and procedures to facilitate and improve operations and activities.
2.	Directs and coordinates campus facilities development, preventative maintenance and special repair projects, including all major infrastructure such as HVAC systems, fire alarm systems, parking lots and storm drains; coordinates the preparation of project proposals; directs and coordinates campus construction and contracting activities, including planning and procurement of services, evaluation of proposals, and development of contracts to secure professional services and products; directs and coordinates campus facilities use and processes contractual agreements related to the use of facilities.
3.	Initiates, reviews and approves specifications, work orders, service requests, change orders, claims, stop notices, time sheets, requisitions and other documents related to assigned programs, operations and activities; develops, prepares and maintains a variety of detailed and comprehensive reports, records and files related to assigned programs, operations and activities.
4.	Coordinates the preparation of the campus annual space inventory; manages key inventory, issuance and control; maintains inventory control of campus equipment; directs and coordinates the use and maintenance of campus vehicles.
5.	Directs and coordinates campus environmental, safety and training programs, including illness and injury prevention, hazardous materials, and emergency response; manages the campus hazardous waste program; inspects facilities and grounds for safety hazards and maintenance needs and determines maintenance priorities; directs and coordinates the implementation of the campus energy management plan.
6.	Develops and prepares the annual preliminary budget for maintenance and operations activities, utilities, capital outlay and other assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
7.	Maintains communication with college and District personnel, vendors, governmental agencies, and various outside organizations to exchange information, resolve conflicts and issues and coordinate the activities of assigned programs and operations.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

8.	Organizes, attends, or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
9.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
10.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
11.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Director, Physical Plant and Facilities may be assigned responsibility for the coordination and supervision of auxiliary services such as campus safety and security operations, campus mail services, campus production services, and campus receiving and warehousing functions.

WORKING RELATIONSHIPS

The Director, Physical Plant and Facilities maintains frequent contact with college and District personnel, vendors, and various outside agencies.

EDUCATION AND EXPERIENCE

Required Qualifications

Bachelor's Degree in Business, Public Administration or a related field from a regionally accredited institution.

Demonstrated experience in administering facilities and maintenance operations functions, including buildings and grounds.

Demonstrated experience with facilities planning and management, including scheduled maintenance and new construction.

Minimum of three years of increasingly responsible management experience in facilities, maintenance and operations functions.

Desirable Qualifications

Administrative experience in public higher education, preferably at a community college.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives related to facilities planning, construction, maintenance and operations, and contractual agreements for services
Knowledge of California Community College Construction Act, Capital Outlay Budget Handbook, Scheduled Maintenance and Special Repair Program, and Hazardous Substance Program
Knowledge of competitive bidding process, contract administration practices, and general

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

facilities planning techniques
Knowledge of federal and state laws and regulations related to facilities planning and construction, and labor compliance procedures
Knowledge of general budgeting and accounting principles and procedures related to facilities planning and construction
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of appropriate software and databases
Knowledge of record keeping procedures
Ability to read blueprints
Ability to analyze and evaluate facilities planning and construction proposals, budgets, Contracts and contractor performance/compliance
Ability to lead and supervise public works construction contract activities
Ability to exercise good judgment and initiative in resolving problems and making recommendations
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate project activities
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Drivers License

WORKING CONDITIONS

Office environment subject to constant interruptions and frequent interaction with others; field environment requiring site inspections; may require off-site duties and activities.
