

Executive Director, M&O
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION

Definition

Under direction of the Vice President, Finance & Administration Services, the Director, M&O plans and manages all functions concerning Maintenance and Operations such as: building maintenance and repair, custodial, grounds, energy management, environmental planning, vehicle fleet, shipping and receiving, space planning, campus infrastructure projects (including project design and development). This position's responsibilities cover all campuses of Cerro Coso Community College, which are spread out over the college's 18,200 square miles of service area, This position collaborates with district facilities department on bond projects.

Examples of Duties

1. Plan, organize, and direct activities and operations involved in inspection, maintenance and repair of College buildings, grounds, outdoor, and athletic facilities.
2. Develop and monitor ongoing preventative and deferred maintenance programs for all major mechanical and electrical systems of the college, as well as for grounds, buildings, athletics facilities, and other areas as required.
3. Oversee the collection and disposal of waste materials.
4. Serve as the water treatment and waste water treatment manager in compliance with county and state regulations.
5. Serve as the primary contact, as it relates to logistics, for all internal and external use of facilities.
6. Plan, organize, and direct activities and operations involved in cleaning and maintenance of College buildings and facilities, including classrooms, lounges, offices, restrooms, hallways, and athletic facilities; oversee the collection and disposal of waste materials.
7. Supervise and oversee the work of maintenance and operations staff.

8. Coordinate with other departments to ensure maintenance, construction, and operations do not interfere with student learning and support. Serve on the Administrative Cabinet to support the college's mission of student learning and achievement. Serve as the chair of the College Facilities Committee.
9. Facilitate planning, design, and construction of campus capital outlay projects from design through construction, including project development, design, approval, construction, and closeout. Plan and coordinate repair and minor remodeling construction projects; inspects completed projects. Ensure that work complies with applicable codes and standards.
10. Serve as the campus point of contact to architects, engineers, project and construction managers, inspectors, and construction companies.
11. Manage day-to-day operations of facilities including prioritize, process, and assign work orders; assure completion.
12. Plan and direct grounds maintenance and landscaping activities for College grounds.
13. Research and recommend purchase of new equipment and materials.
14. Develop and administer annual plans and budgets related to areas of assignment.
15. Manage installation, maintenance, and repair projects in electrical work, plumbing, carpentry, HVAC, and painting; oversee the troubleshooting, diagnosis, and repair of equipment; and assure preventive maintenance and proper replacement of equipment, parts and components.
16. Establish and maintain periodic inspection program of buildings and facilities to assure compliance with applicable fire, safety, security, and sanitary codes and regulations.
17. Design, layout, and maintain a building keying system of all campus buildings and maintain a current master keying record on all keys issued.
18. Select, supervise, train, and evaluate College trades, maintenance, grounds, and custodial staff.
19. Develop and coordinate in-service training programs for Maintenance and Operations personnel.
20. Serve on committees as needed.
21. Assist and support coordination of facilities planning and construction.
22. Perform other duties as required.

Minimum Qualifications

- Bachelor's Degree, preferably with emphasis in civil or mechanical engineering or equivalent experience.
- Three years experience in responsible leadership positions.
- Increasingly responsible, successful experience involving building and grounds maintenance and repair.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Mission of the California Community Colleges and community college programs.
- Project management.
- Principles of budget control and personnel management.
- Current practices in preventative maintenance, deferred maintenance, energy management and conservation.
- Operations and activities involved in a comprehensive facilities maintenance program including grounds inspection, cleaning, maintenance, and repair of college buildings, facilities, and utilities.
- Methods and techniques used in water treatment and waste water treatment.
- Methods and techniques used in general cleaning and maintenance activities.
- Applicable building codes, ordinances regulations and health and safety requirements.
- Understanding of the California Division of State Architect (DSA) and Department of Industrial Relations (DIR).
- Athletic facility servicing.
- Comprehensive facilities management software, work order software and Microsoft Excel.

Ability to:

- Interpret laws, rules, and regulations pertaining to construction, remodeling, procurement, health, and safety.
- Formulate policy and procedures.
- Compile clear, accurate reports.
- Coordinate/facilitate meetings.
- Establish and control budgets

Knowledge and Abilities (continued)

- Establish and maintain effective working relationships.
- Develop a preliminary budget and maintain expenditures within budget.
- Effectively supervise staff.
- Plan, organize, and direct operations involved in inspection, cleaning, maintenance and repair of college building and facilities.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
3	Ability to lift 10 pounds.
3	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is a classified administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)