

**CLASS SPECIFICATION**  
**Deputy Director, Operations and Maintenance**

FLSA Status: Exempt  
EEOC Job Category: Officials and Administrators  
Union Representation: Unrepresented

**GENERAL PURPOSE**

Under general direction, plans, organizes, manages and evaluates the operations and activities involved in the maintenance, repair and cleaning of District facilities, grounds and equipment; organizes and schedules resources to ensure efficient operations; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

With general direction and guidance from the Director, District Facilities, this single-incumbent class has financial and management accountability for the maintenance, repair and cleaning of buildings and equipment on two campuses. The incumbent is responsible for developing and implementing short- and long-range plans and strategies to meet the District's goals and standards of building maintenance to provide an optimum physical environment for staff, students and the community. Duties are carried out independently, within a framework of operational policies, management guidelines, laws/codes, and maintenance processes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides leadership to retain and develop highly competent, service-oriented maintenance and operations staff through selection, compensation, training and day-to-day management practices that support District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee-relations environment.
2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations, District human resources policies and labor contract agreements.
3. Plans, organizes, controls and directs operations and activities involved in the cleaning, maintenance and repair of District buildings, facilities, grounds and equipment; establishes and maintains related timelines and priorities; ensures operations and activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures; collaborates with managers, administrators, subordinate staff, contractors, vendors and various outside organizations in the development and

implementation of cleaning, building and grounds maintenance programs/projects and related activities.

4. Monitors and evaluates progress in cleaning, building maintenance, repair and grounds maintenance projects; inspects completed projects for completeness and compliance with established standards; estimates labor, material and equipment requirements for projects and daily activities; ensures District-wide campuses, buildings and facilities are maintained in a clean, orderly and secure condition.
5. Directs the District's ground maintenance/gardening program and the custodial cleaning program; provides technical support to site Plant Managers in areas related to grounds and custodial maintenance and the operation of related equipment.
6. Plans and directs maintenance, preventive maintenance, repair and special projects involving electrical work, HVAC, carpentry, plumbing, locksmithing and painting; assures proper troubleshooting, diagnosis and repair of system and equipment problems and malfunctions; inspects grounds, buildings, equipment and utility systems to determine or schedule proper maintenance and repairs.
7. Coordinates equipment and material purchases as appropriate; estimates and evaluates project costs; initiates project adjustments to meet financial limitations.
8. Consults to administrators, managers, outside agencies and others concerning building maintenance, repair and grounds maintenance operations, projects and activities; responds to inquiries, resolves issues and conflicts and provides detailed, technical information regarding related laws, codes, regulations, policies, ordinances, standards and procedures.
9. Participates in the development and preparation of the annual budget for cleaning, maintenance and repair activities; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established policies.
10. Directs and participates in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned areas of responsibility.
11. Provides technical information and assistance to the Director regarding assigned projects and activities and related needs and issues; assists in the formulation and development of policies, procedures and programs.
12. Ensures District compliance with established health and safety practices as required by regulatory agencies.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Processes and practices for operations and activities involved in the cleaning, maintenance and repair of District buildings, facilities, grounds and equipment.
2. Proper systems, processes, methods, techniques, materials used in the maintenance of modern college facilities. (Part of sentence not readable – too close to bottom of faxed page)

3. Inventory practices, procedures and requirements for building maintenance, custodial and grounds maintenance functions.
4. Federal, state and local laws, regulations and codes applicable to assigned areas of responsibility.
5. Principles and practices of public administration, including budgeting, contracting, purchasing and maintenance of public records.
6. Research methods and analysis techniques.
7. Safe work practices and safety equipment related to the work.
8. Computer software applications related to the work.
9. Principles and practices of sound business communications.
10. Principles and practices of effective management and supervision.
11. District classified human resources policies and procedures and labor contract provisions.

**Ability to:**

1. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
2. Plan, organize, coordinate, direct, review and evaluate the work of assigned operations and staff.
3. Prepare, administer and monitor maintenance and repair budgets, work plans and outcomes.
4. Provide technical assistance, support and staff leadership on matters concerning custodial, building and grounds maintenance operations.
5. Present proposals and recommendations clearly and logically in public meetings.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Set priorities and exercise sound, expert independent judgment within generally policy guidelines.
9. Communicate effectively orally and in writing.
10. Operate a computer and standard business software.
11. Exercise tact and diplomacy in dealing with sensitive issues and situations.
12. Establish and maintain effective working relationships with administrators, managers, staff, other governmental officials, contractors, vendors, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining these skills could be graduation from a four-year college or university with a major in engineering, construction management, public or business administration, or a related field; and three years of progressively responsible supervisory and administrative experience in facilities planning and maintenance/repair; or any combination of education and experience that produces the knowledge and abilities described for this classification.

**Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms; and climb, balance, stoop, kneel or crawl.

Specific vision abilities required by this job include close and distance vision and the use of both eyes for a clear field of vision.

**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other governmental officials, contractors, vendors, employees, the public and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works under typical office conditions. Periodically, the incumbent will visit building and grounds maintenance operations, be exposed to outside weather conditions and work near moving equipment.