

ADMINISTRATOR OF MAINTENANCE AND OPERATIONS STANDARDS

DEFINITION

Plans, develops, coordinates the implementation, and administers comprehensive standards and guidelines for maintenance and operations programs of the District.

TYPICAL DUTIES

Develops and recommends effective District-wide standards and guidelines for maintenance and operations programs in areas such as facilities equipment and technologies, hazardous waste management, occupational health and safety, ADA compliance, staffing levels, and other related areas.

Confers with college administrators in developing standards and guidelines and in evaluating technologies, products and equipment.

Coordinates the implementation of District-wide standards and guidelines for maintenance and operations programs with representatives from the colleges and other offices of the District.

Advises college administrators of practicability and approximate costs associated with the implementation of maintenance and operations programs.

Represents the District at a variety of meetings and committees involving District standards and guidelines for maintenance and operations programs.

Collects, analyzes, interprets, and presents data and information related to maintenance and operations standards utilized in the management of educational and other public facilities and infrastructures.

Monitors progress of assigned projects through various stages and evaluates their effectiveness and compliance with set standards and guidelines.

Evaluates and recommends maintenance program management software for areas such as work order processing, energy management, and building access management.

Coordinates the installation and evaluates the effectiveness of maintenance program management software and its successful integration with other systems.

Coordinates and participates in the training of users in the use of maintenance program management software.

Identifies procurement problems and barriers impacting the implementation of District standards and guidelines and recommends improvements related to the acquisition of equipment and services.

Conducts or directs the study of sustainable green technologies, cleaning products and equipment.

Confers with facilities and bond personnel and provides technical advice to facilities personnel, when needed, to ensure successful integration of bond funded maintenance programs.

Prepares or directs the preparation of contracts for recommended products, equipments, and software.

Prepares reports and correspondence related to assigned area.

Makes presentations related to assigned area.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Administrator of Maintenance and Operations Standards** plans, develops, coordinates the implementation, and administers standards and guidelines for maintenance and operations programs of District facilities and infrastructures in a manner that will maximize the life, usefulness and cost effectiveness of these facilities.

A **Director of Facilities Planning and Development** assists the Executive Director of Facilities Planning and Development in planning, organizing, coordinating, evaluating, and directing the operations of the Facilities Planning and Development Department involving projects funded by bond, non-bond monies and blended money sources.

A **Director of College Facilities** plans, coordinates, and directs the maintenance and operations activities of a college which include responsibility for the physical condition of the buildings, grounds, and equipment and participates in the design, review, and integration of construction projects.

SUPERVISION

General supervision is received from the Director of Facilities Planning and Development. Functional supervision may be exercised over personnel assigned to special projects.

CLASS QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures pertaining to construction, maintenance, repair, and operation of building complexes and grounds
- Preventative maintenance methods and procedures
- Legal and administrative policies, practices, and processes of local, state, and federal agencies which impact facilities planning and development
- Transportation, storage, issuance, maintenance, and disposal requirements of a broad range of equipment, supplies, and materials
- Green building technologies
- Renewable energy technologies
- Current practices, materials, and equipment used in building and grounds maintenance
- Organization, functions, and inter-relationships of operating units of the District
- Principles of organization and management
- Principles of training
- Capabilities of computer applications, systems, and hardware used in the management of maintenance and operations programs
- Safety precautions and procedures applicable to maintenance and operations programs

Ability to:

- Plan, develop, coordinate the implementation, and administer standards and guidelines for maintenance and operations programs of the District
- Analyze and evaluate the effectiveness of policies, programs, standards, and new products involving assigned area
- Develop innovative solutions to operational problems related to assigned area
- Recognize critical elements of problem areas and develop and evaluate data
- Accurately interpret and apply appropriate laws, ordinances, codes, and regulations to individual projects
- Prepare and present clear, comprehensive, and effective communications, reports and presentations
- Anticipate conditions, plan ahead, establish priorities, and meet schedules
- Exercise initiative, discretion, and critical judgment
- Effectively utilize computer and software in the performance of duties
- Establish and maintain effective working relationships with administrators, maintenance and operations personnel, consultants, etc.
- Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university, preferably with a major in facilities planning, engineering, construction management, or a related field.

Experience:

Five years of full-time paid professional-level experience in building maintenance and repair management or construction management for a large educational, governmental or commercial agency employing a minimum of 35 employees.

Special:

A valid Class "C" California driver's license must be obtained within 60 days of appointment.
Access to an automobile.