

Ohlone College

Director, Facilities Maintenance and Operations

Position Description:

Ideal Candidate Statement:

Ohlone Community College is looking for its next Director of Facilities Maintenance and Operations to serve the college community. This is an exciting time for Ohlone and you will want to be part of our innovative and continuously improving environment. As stated in the President/Superintendent's recent address to the College: <http://www.ohlone.edu/org/president/20142015/20150123stateofthecollege.html>

The ideal candidate is an effective leader, both strategically and operationally, who will guide short and long term facilities and maintenance planning to ensure the college's ability to meet its mission. An innovative thinker who works well in a collaborative and diverse environment, the candidate will be able to communicate key issues clearly in order to facilitate excellent customer service to client departments

The successful candidate is highly experienced with facilities and maintenance of a community college, an excellent communicator and leader who values and provides a high level of customer service to the college. This person demonstrates their understanding and ability to function in a "service" environment.

Job Description Summary:

Under the direction of the Vice President, Administrative Services, plan, organize and direct the maintenance and operations of the College's physical plant and grounds; research and submit proposals and applications for State and other outside funding sources; conduct and oversee maintenance forecasting, planning and analysis; maintain master plans and prints of the campus; develop and monitor ongoing preventative and deferred maintenance programs; assure Department compliance with College safety regulations and precautions and applicable laws and codes; develop and maintain the maintenance work order system; supervise and evaluate the performance of assigned personnel.

Knowledge Skills and Abilities:

KNOWLEDGE OF:

Building maintenance operations.

Planning, organization and direction of Maintenance and Operations activities and operations.

Building codes related to facilities, construction and renovation.

Structural engineering and architectural concepts and planning.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct the maintenance and operations of the College's physical plant and grounds.
 Research and submit proposals and applications for State and other outside funding sources.
 Conduct and oversee maintenance forecasting, planning and analysis.
 Maintain master plans and prints of the campus.
 Develop and monitor ongoing preventative and deferred maintenance programs.
 Assure Department compliance with College safety regulations and precautions and applicable laws and codes.
 Develop and maintain the maintenance work order system.
 Assist with the planning, organization and direction of the Measure G Bond Program.
 Supervise and evaluate the performance of assigned staff.
 Communicate effectively both orally and in writing.
 Interpret, apply and explain rules, regulations, policies and procedures.
 Establish and maintain cooperative and effective working relationships with others.
 Operate a computer and assigned office equipment.
 Analyze situations accurately and adopt an effective course of action.
 Meet schedules and time lines.
 Work independently with little direction.
 Plan and organize work.
 Prepare comprehensive narrative and statistical reports.
 Direct the maintenance of a variety of reports, records and files related to assigned activities.

Essential Duties:

Plan, organize and direct the maintenance and operations of the College's physical plant and grounds including custodial, maintenance, grounds, transportation, facility operations and repair projects.

Assist with the research and submit proposals and applications for State and other outside funding sources to support new or ongoing facilities maintenance projects in accordance with College policies and procedures and applicable laws and regulations.

Conduct and oversee maintenance forecasting, planning and analysis, project management, scheduling, analytical and accountability analysis and equipment and fleet replacements as required to assure effectiveness of the Department.

Maintain master plans and prints of the campus pertaining to buildings, roadways, pathways, parking lots and utilities including electrical, gas, water, telephones and service lines.

Develop and monitor ongoing preventative and deferred maintenance programs for College mechanical and electrical systems including grounds, aquatics facilities, buildings and other areas as required.

Assure Department compliance with College safety regulations and precautions and applicable laws and codes; provide orientation and training to minimize accidents and injuries in accordance with College safety programs.

Develop and maintain the maintenance work order system; coordinate response to maintenance requests and needs to assure effective College operations.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Vice President of Administrative Services regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with vendors and contractors to obtain supplies and services and resolve issues.

Assist in the development and preparation of the annual preliminary budget for the Maintenance and Operations Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES :

Perform related duties as assigned.

Education and Experience:

Any combination equivalent to: bachelor's degree in facilities management, plant engineering or related field and five years increasingly responsible facilities maintenance experience.

LICENSES AND OTHER REQUIREMENTS :

Valid California driver's license.

Preferred Qualifications:

Salary Range:

\$103,257-\$123,395 per year

Posting Detail Information:

Posting Number:

Number of Vacancies: 1.0

Desired Start Date: 8/25/2015

Position End Date (if temporary):

Close Date: 10/2/2015

Open Until Filled: No

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Benefits Statement:

Ohlone offers a competitive benefits package. Employee pays for health benefits from salary. Below is a list of some of our offerings:

1. Medical (District contributes up to \$975 per month for medical insurance).
2. Fully paid dental, vision, life insurance, EAP and LTD
3. Membership in Public Employees' Retirement System Candidates hired on or after January 1, 2013 are subject to restrictions imposed by PEPR A)
4. Contribution to O.A.S.D.I. (Social Security)
5. Paid vacation
6. Paid sick leave
7. Paid holidays and district-paid floating personal days
8. Longevity pay step increase based on your years of service
9. IRS Section 125 Flexible Medical Spending Plan
10. 457(b) Deferred Compensation Plan (employee contributes)
11. 403(b) Tax Shelter Annuity Plan (employee contributes)

*Benefits will be prorated for positions less than 100%

Immigration Reform & Control Act of 1986:

Applicants selected for positions will be required to provide identification and employment eligibility as outlined in the federal "Immigration Reform & Control Act of 1986."

District Statement:

A multi-campus single community college district, Ohlone College is located in the southern portion of the San Francisco Bay in California; serving 12,000 students per year. The District has a main campus in the City of Fremont and a newly constructed campus in the City of Newark. Ohlone College is an ethnically diverse institution that promotes innovation and continuous improvement in departments and divisions. The College is named for the native population living in the area when Mission San Jose was founded. The Fremont campus is located just south of the historical Mission. The Newark Campus is located near Interstate 880 and emphasizes programs in health, environment, and technology.

EEO Statement Summary:

The District is strongly committed to the principles of equal opportunity and to hiring qualified staff who reflect the diversity of our community. The District encourages a diverse pool of applicants and does not discriminate on the basis of sex, race, religious creed, color, national origin, ancestry, age (40 or over), medical condition, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, disability, military and veteran status, pregnancy/childbirth/breastfeeding or related medical condition or any other protected basis in any of its policies, practices, or procedures. The college encourages applications from all qualified applicants.

If you have a disability and are in need of special services, equipment, or facilities in order to apply or interview for this opening, please call the Human Resources office at: (510) 659-6088.

Conditions of Employment:

Offers of employment are contingent upon Governing Board approval. Employment with Ohlone Community College is not complete or official until applicants meet all pre-employment requirements. All new employees are required to submit official transcripts and proof of freedom from tuberculosis. In addition you will be required to provide identification and employment eligibility as outlined in the federal "Immigration Reform & Control Act of 1986." Pre-employment tests and/or medical examinations may be required. Ohlone Community College does not sponsor H1B visas. Employees must sign the Oath or Affirmation of Allegiance and submit fingerprints for CA Department of Justice clearance.

To apply, visit: <http://apptrkr.com/662445>

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