

**College of the Siskiyous
Job Description**

Job Title: Director, Maintenance Operations & Transportation

FLSA: Exempt

Group: Admin. Support/Management

Salary Schedule: Admin Support/Management

Job Summary:

Manages all custodial, building maintenance and security activities related to the proper functioning of the College's physical plant.

Essential Duties and Responsibilities include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervises maintenance and custodial staff working shifts; anticipates facilities needs; plans and schedules work, assigns maintenance and custodial personnel.

Supervises the management, operation, repair, remodel, and installation of campus plumbing, electrical, HVAC, and other systems.

Prioritizes customer requests and work orders and schedules appropriate action.

Supervises management, maintenance, and repair of the College water system. Supervises mandated water sampling and testing and backflow prevention program; maintains records to insure compliance with the California State Drinking Water Act.

Assists in maintaining a safe work environment; performs monthly safety inspections of facilities; provides safety training; supervises the hazard communication program at the department level; assures compliance with federal, state and local hazardous waste storage and disposal regulations; responds and corrects safety hazards.

Maintains inventory of repair and replacement parts, custodial supplies, maintenance equipment, and vehicles to meet the needs of the college; purchases materials and services.

Prepares and controls annual maintenance budget; assists in preparation of the deferred maintenance program and the capital outlay five-year plan; assists in the preparation of applications for special funds such as hazardous materials disposal. Assists with construction planning and management.

Supervises the transportation department, including drivers and vehicles maintenance; ensures safe student transportation; prepares plan for vehicle replacement.

Supervises all aspects of asbestos management. Performs and supervises landscape and pest control.

Pursues an aggressive energy conservation program to insure efficient use of district funds.

Assists in monitoring and update of a multi-year maintenance and modernization plan.

Performs related duties as assigned.

Employment Standards: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Training and Experience: Any combination of education and experience that demonstrates possession of a High school diploma or an equivalent. Five (5) years of experience in physical plant applications, including two (2) years in supervision.

Knowledge: Knowledge of principles and practices of Physical Plant; all aspects of building and equipment maintenance, including electrical, plumbing, heating and ventilation systems, grounds installation and maintenance, including irrigation and pest control; applicable building codes, including the Field Act.

Ability: Ability to provide technical leadership in Physical Plant management and supervision; communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people; plan for contingencies, prepare and manage budget, organize paperwork.

Valid California drivers license

Physical Effort/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Job Description Approved: 2/11/03