

Director, Maintenance and Operations DEADLINE  
EXTENDED  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=143905>

Downloaded On: Sep. 30, 2020 9:47pm

Posted Jul. 7, 2020, set to expire Nov. 3, 2020

<b>Job Title</b>	Director, Maintenance and Operations DEADLINE EXTENDED
<b>Department</b>	
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	Jul. 7, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1946968">https://apptrkr.com/1946968</a>

**Apply By Email**

**Job Description**

Director, Maintenance and Operations DEADLINE EXTENDED

Position Number: 2013141065

Department: Facilities Planning and Mgt

Job Category: Management

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours): 40 hours per week minimum; Monday - Friday, 8:00 a.m - 5:00



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p.m.

Salary Range: M-15

Salary: Steps 1-6: \$129,180 - \$142,812 annual

Shift Differential:

Open Date: 01/27/2020

Initial Screening Date:

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans. Lifetime retirement benefits provided for eligible retirees.

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The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

\*Note Salary and Health & Welfare Benefits are subject to change

Basic Function/Overview:

#### DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions related to the maintenance and operations of College facilities. Coordinates and ensures appropriate management, staff, and consultant services, including but not limited to maintenance, grounds, custodial, transportation, and warehouse staff, architects, engineers, and contractors, and directs the facilities work order center and customer service team. Provides highly responsible and complex professional assistance to the Executive Director, Facilities Planning and Management in areas of expertise.

#### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel. Exercises general and direct supervision over professional, technical, and administrative support staff.

#### CLASS CHARACTERISTICS

This is a management level classification in the Facilities Planning and Management Department that manages all facilities maintenance and operations activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Executive Director, Facilities Planning and Management in a variety of areas. Assists in development and administration of departmental policies, procedures, and services and overall management and implementation of the College's development plans, facilities master plan, and utility and comprehensive infrastructure improvement plans. Successful performance of the work requires an extensive professional background, as well as skill in coordinating departmental work with that of other departments. This class is distinguished from the Executive Director, Facilities Planning and Management in that the latter has overall responsibility for all functions of the Facilities Planning and Management Department, and for developing, implementing, and interpreting public policy.

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Essential Duties/Major Responsibilities:

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, manages, and oversees the daily functions, operations, and activities related to the maintenance and operations of College physical resources, including reactive, responsive, preventative, predictive, and scheduled maintenance of buildings, facilities, grounds, equipment, and comprehensive infrastructure; oversees building and exterior cleaning, fleet management, student transportation, warehouse shipping, receiving, and storage.
2. Monitors and evaluates the quality, cost, and schedule of facilities renewal and maintenance related projects; identifies opportunities for improvement and makes recommendations; develops and standardizes procedures and methods to improve the quality and life-cycle cost of College building, facilities, and infrastructure; implements appropriate additions, changes, updates, and revisions.
3. Participates in the selection, training, motivation, and evaluation of assigned personnel, works with employees on performance issues; recommends discipline to the Executive Director, Facilities Planning and Management.
4. Directs the activities of maintenance, grounds, custodial, transportation, and warehouse staff, contractors, and consultants, oversees operation of varied and complex equipment necessary to maintain continuity of service for College buildings, facilities, and comprehensive infrastructure;
5. Reviews and assesses design and construction documents and work product to ensure compliance with operational requirements; prepares reports and makes recommendations related to quality, and life-cycle cost of materials and building, utility, and energy systems proposed for new and modernized facilities construction; oversees the comparative review of critical systems and equipment.
6. Oversees the preparation of the Colleges comprehensive preventative and predictive maintenance program; prepares reports specifying staff, consultant, equipment, and contractor resource requirements necessary to maximize efficiency and operational quality, end-user functionality, continuity of service, and to manage the life-cycle cost of systems and equipment in existing and new facilities.
7. Oversees the Colleges scheduled maintenance and facility renewal programs; prepares project and program scope, budget, and schedule documents; recommends solutions to maximize quality and value; arranges for necessary staff, consultant, and contractor support to meet program goals.
8. Manages the preparation of public works bid packages related to short- and long term maintenance service contracts, scheduled maintenance, and facilities renewal projects; monitors, evaluates, analyzes, and updates general, special, and technical specifications, and contractor safety programs, and submits projects as complete and ready for public bidding; administers consultant and construction contracts, and ensures correct project close-out, and warranty administration.
9. Oversees the facilities work order and customer service center, door security and access control system, student transportation and fleet management operations, and the College warehouse;

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develops and implements policies and procedures to ensure timely and responsive service for internal and external customers; monitors compliance with related safety and other agency laws and requirements.

10. Manages the computerized maintenance management system; develops and prepares reports related to the efficiency and effectiveness of maintenance and operations activities; recommends policies and procedures to ensure continuity of service and energy and water efficient facilities.

11. Oversees the final acceptance of construction projects and ensures that proper close-out documentation is in place; cooperatively manages the transition of projects from construction to occupancy, and maintains responsibility for warranty items; cooperatively evaluates requests for corrective or additional work after occupancy and recommends effective and efficient solutions to post-occupancy requirements; assists in the maintenance and operation of the Facilities Planning and Management Document Resources Center.

12. Oversees the preparation, maintenance, and implementation of staff safety programs, and skills training efforts; provides leadership in college-wide student, faculty, staff and public safety efforts.

13. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Executive Director, Facilities Planning and Management.

Other Duties:

Performs related duties as assigned.

Knowledge Of:

Knowledge of:

1. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.

2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.

3. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

4. Policies, procedures, techniques, safety requirements related to the safe and efficient maintenance and operations of buildings, facilities and infrastructure, efficient cleaning of buildings and exterior spaces, grounds and urban forest care and maintenance, fleet and student transportation management, and warehouse shipping, receiving, and storage activities.

5. Principles and practices of maintenance program management, project management, and educational facilities and infrastructure maintenance and renewal project development, delivery, and

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close-out.

6. Proper methods, techniques, materials, tools, and equipment used in building and infrastructure maintenance and operation, including current fire and life safety systems, computerized access control software and systems, and computerized maintenance management systems.
7. Methods and techniques of project and operational quality assurance and control, budget management and cost control, preventative, predictive, and scheduled maintenance, program management.
8. Construction project close-out, preparation for occupancy and transition to user operations.
9. Policies and procedures related to public works budgeting, procurement, and contract administration.
10. Methods and techniques for the development of presentations, contract administration, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
11. Modern office practices, methods, and computer equipment and applications related to the work.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills and Abilities:

Skills & Abilities to:

1. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the assigned program areas.
2. Provide administrative and professional leadership and direction for assigned operations and activities.
3. Prepare complete and accurate maintenance contract and construction plans and specifications suitable for public works bidding and construction.
4. Evaluate and operate computerized maintenance management, electrical, mechanical, plumbing, and building envelope systems, energy and water efficiency management, and access control systems.
5. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
6. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
7. Analyze problems, identify alternative solutions, project consequences or proposed actions, and implement recommendations in support of goals.
8. Effectively administer building and infrastructure maintenance, repair, and renewal projects with contractual agreements and ensure compliance with stipulations; effectively interface with public utility systems, and administrative activities.
9. Use English effectively to communicate in person, over the telephone, and in writing.

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10. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
11. Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Education and Experience:

Equivalent to graduation from a regionally accredited four-year college or university with major coursework in architecture, engineering, construction management, business or public administration, or a related field and five (5) full time equivalent years of increasingly responsible management or professional experience in architecture, engineering, construction management, facilities planning and management, and three (3) full time equivalent years experience managing maintenance and operations activities for a large public institution.

Additional years of experience can be substituted for the required education on a year-for-year basis

Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various College and meeting sites; vision to read



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printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Hazards:

Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:  
[https://www.mtsac.edu/safety/pdf/ASR\\_2017.pdf](https://www.mtsac.edu/safety/pdf/ASR_2017.pdf)

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at





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1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.).

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

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.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The committee will recommend finalists to the President/CEO and/or his designee for a second interview. The number of vacancies is dependent on student enrollment, College resources, needs, and Board of Trustees approval. The start date will follow Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete



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application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

#### Letters of Recommendation

The required letters of recommendation are not required to be confidential but if your reference prefers to send a confidential letter, please follow these instructions and notify your reference directly. To obtain a confidential letter of recommendation, you must enter the references name and email address in the fields provided under the Confidential References section of the application.

NOTICE: In order for your reference to receive an email with a link to attach a confidential reference letter, you must complete your application and reach the status of Under Review by HR. It is recommended that you complete your application and reach this status well in advance of the deadline to provide your reference ample time to attach the letter.

It is the sole responsibility of the applicant to assure that all required and any optional documents are attached by no later than 11:59 PM PST of the initial screening date shown on the job posting.

#### EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

#### Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

#### Cancel RTF Policy:

We reserve the right to reopen, re-advertise, delay, or cancel filling this position.

To apply, visit [[url=https://apptrkr.com/1946968](https://apptrkr.com/1946968)]<https://hrjobs.mtsac.edu/postings/7651>



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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