

ASSOCIATE DEAN, MAINTENANCE AND OPERATIONS

JOB SUMMARY

Under the direction of the area administrator, provide strategic leadership and administrative oversight for facilities maintenance, custodial services, and grounds operations across all District locations; coordinates and ensures appropriate management, staff, and services of the maintenance and operations functions of the District.

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 and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Provide leadership and management oversight to Directors of Maintenance and Operations; facilitate meetings with directors to align goals, address challenges, and implement best practices; provide technical expertise, information, and assistance regarding maintenance and related activities; participate in the formulation and development of policies, procedures, and programs.
2. Oversee and implement daily, short-term, and long-range organizational goals, planning, objectives, policies, and operating procedures for all maintenance, custodial, and groundskeeping operations for all District locations.
3. Develop staffing priorities for assigned areas; participate in the hiring processes classified professionals and administrators; train, supervise, and evaluate assigned personnel; develop and implement workforce succession and cross-training programs to ensure operational success, and institutional knowledge retention.
4. Conduct periodic facility condition assessments to inform long-term capital renewal and maintenance planning, and collaborate with Facilities Planning, Campus Safety, Capital Projects, and other departments to coordinate campus infrastructure upgrades and repairs.
5. Manage operational budgets and expenditures for maintenance and operations across all sites; ensure effective resource allocation and cost control.
6. Develop district-wide business continuity plans specific to facilities infrastructure and critical systems, and lead facilities-related emergency response execution, including weather events, utility disruptions, and safety incidents.
7. Promote and oversee sustainability efforts related to energy use, water conservation, and waste management.
8. Monitor campus operations to ensure compliance with safety regulations, environmental standards, and operational policies; ensure all maintenance activities comply with local, state, and federal regulations (e.g., OSHA, ADA, DIR, fire & environmental standards).
9. Serve as department liaison, ensuring smooth communication and alignment with institutional priorities; represent the Maintenance & Operations unit in District committees, planning groups, and leadership councils as needed.

10. Develop and implement district-wide maintenance, custodial, and groundskeeping standards and procedures; administer the Maintenance and Operations District Facility Design Standards in collaboration with the Facilities Planning Department.
11. Oversee the Maintenance and Operations physical and electronic record keeping, asset management, including inventory control, equipment lifecycle tracking, and condition assessments, and provide recommendations for procedural improvements; prepare and deliver presentations and reports related to assigned area as required.
12. Identify and increase the approved vendors for Maintenance and Operations contracted services; oversee the negotiation and contract management for facilities and operations services.
13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Project management.
2. Principles of budget control, financial/business analysis techniques, and personnel management.
3. Applicable building codes, ordinances, regulations, and health and safety requirements.
4. Comprehensive facilities management software, work order software, and related organizational systems/software.
5. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
6. Proper methods, techniques, materials, tools, and equipment used in building and infrastructure maintenance and operation, including current fire and life safety system.
7. Methods and techniques of project and operational quality assurance and control, preventative, predictive, and scheduled maintenance.
8. Methods and techniques for the development of presentations, contract administration, business correspondence, and information distribution.
9. Research and reporting methods, techniques, and procedures.
10. Modern office practices, methods, computer equipment and applications related to the work.
11. Organizational structure, workflow, and operating procedures.

Skills in:

N/A

Ability to:

1. Stay abreast of industry standards where operational efficiencies may be gained.
2. Interpret, apply, and explain federal, state, and local policies, procedures, laws, and regulations.
3. Use independent judgement and analyze problems, identify alternative solutions, project consequences or proposed actions, and implement recommendations in support of goals.
4. Review situations to accurately and determine appropriate course of action using judgement according to established policies and procedures.
5. Communicate effectively, verbally and in writing.
6. Manage and prioritize multiple complex projects and assignments at one time.
7. Perceive when important changes are needed in the delivery of services or in the management of assigned programs.
8. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
9. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural,

disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A bachelor's degree from an accredited institution in construction management, engineering, accounting, business administration, or related field; **AND**
2. Seven (7) years of experience in facilities, maintenance, or building operations management; **OR**
3. An equivalent combination of education, training, and/or experience; **AND**
4. Experience must include two (2) years in a leadership or supervisory role.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by the time of appointment and maintain an acceptable driving record for District's insurance requirements.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is conducted in standard office setting and use standard office equipment. Assignment requires the ability to visit various district locations and meeting sites; vision to read printed materials and on a computer screen; hearing and speech to communicate in person 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. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

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 upset staff, students, and/or the public in interpreting and enforcing departmental/district policies and procedures.