

San Diego Community College District  
CLASSIFICATION DESCRIPTION

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**Job Code:** C3514  
**Original Date:** 08/2017  
**Last Revision:** 07/2023  
**Staff Type:** Classified  
**FLSA Status:** Exempt  
**Salary Range:** 2

**Title:** Assistant Director, Facilities Services

**Unit:** Management

**DEFINITION**

Under the general direction of the Director, Facilities Services, the Assistant Director, Facilities Services manages, supervises, and administers daily operations in the assigned Facilities Services Departments to ensure effective, efficient, and equitable services for the District's diverse communities. Key administrative duties include, managing Facilities Department compliance activities, and overseeing operations in assigned areas which may include buildings and grounds maintenance, custodial, gardening, HVAC and electrical, energy management, preventive maintenance, equipment repair, construction and other improvement projects, space inventory, and health and safety programs. The Assistant Director manages Facilities Services in the absence of the Director.

**DISTINGUISHING CHARACTERISTICS**

The Assistant Director, Facilities Services position independently manages daily operations in assigned functional areas within the policies, procedures, practices, and expectations for the division. The Director, Facilities Services, provides overall administrative direction, technical advice and supervision to Facilities Services.

**EXAMPLE OF DUTIES**

1. Lead the administration, organization, and operation of assigned Facilities Services functions, including repair of buildings, utility services (including underground utilities), warehousing; inventory; energy management; material delivery; and general services programs within a broad framework of policies, procedures, laws, regulations, strategic objectives, and the District's mission
2. Manage compliance activities associated with District services and operations ensuring reporting requirements are met and certificates of compliance are complete.
3. Monitor industry trends, best practices, and advancements in facilities management and services and emerging technologies, recommend changes as needed to maintain the safety, functionality, accessibility, and security of facilities districtwide.
4. Assist in the management and coordination of Request for Proposals (RFPs) to support facility functions.
5. Collaborate with District stakeholders to identify, develop, and communicate facilities-related projects and priorities and develop, propose, and implement project plans to ensure effective, efficient, and equitable delivery of services to the District's diverse communities.
6. Participate in the development and administration of department budgets, implement and allocate resources equitably following budget approval procedures, and approve expenditures.
7. Supervise the preparation, maintenance, preservation, and storage of records and files within established policies, procedures, and applicable legal requirements; oversee preparation and timely completion of data and reports as assigned.
8. Oversee daily review and inspection of District buildings and grounds for needed maintenance and repair, identify and recommend deferred and preventative maintenance priorities, and ensure safe and healthy work and instructional environments for the District's diverse communities.

9. Establish and maintain positive working relationships with vendors, contractors, and external agencies to support the District's comprehensive facilities services programs.
10. Plan, organize, direct, supervise and lead daily operations for assigned Facilities Services functional areas, including assigning job duties and work schedules, providing timely feedback on performance, conducting performance evaluations, assessing training and professional development needs for assigned staff and providing training opportunities, participating in hiring and onboarding new staff, and participating in corrective and disciplinary processes with assigned staff.
11. Participate proactively in assigned committees and special projects; cooperate, coordinate, and collaborate with stakeholders as appropriate to advance Facilities Services' strategic objectives and effective operations.
12. Utilize technology resources effectively to automate routine processes and procedures, improve efficiency of operations, and maintain currency with facilities management operational standards; evaluate and recommend changes in technology resources to improve operations; collaborate proactively with technology services staff to make programming changes necessary to meet operational requirements; and ensure use of technology resources results in equitable services and outcomes for diverse communities.
13. Work collaboratively and professionally with faculty, staff, and other stakeholders from diverse academic, socioeconomic, cultural, disability, gender, and ethnic communities.
14. Demonstrate cultural humility, sensitivity, and equity-minded leadership in working with individuals from diverse communities, model inclusive behaviors, and achieve equity in outcomes.
15. Contribute positively to a culture of diversity, equity, and inclusion; take action to promote staff diversity; and create an inclusive environment in Facilities Services.
16. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Applicable California Education Code provisions, Title V requirements, and federal and state laws, regulations, and programs.
- Compliance analysis and reporting.
- District organization, operations, mission, strategic objectives, policies, procedures, and rules.
- Effective communication methods, techniques, and modes with diverse stakeholders.
- Effective, efficient, and equitable professional and service-oriented office operations, procedures, and practices.
- Effective facilities management operations within a diverse educational and professional environment.
- Effective information and record management methods.
- Principles and practices applicable to the construction, alteration, maintenance and repair of facilities, including preventative maintenance.
- Principles and practices of leadership, supervision, and training.
- Principles and practices of lean enterprise systems.
- Principles and practices of obtaining quotes for projects.
- Principles and practices of sustainability.
- Record-keeping techniques.
- Software applications, computer systems, and other technology resources used in the administration of the assigned programs.
- Technical aspects of field of specialty.
- Underground utilities including gas, water, electrical.

Skills and Abilities:

Communicate effectively with diverse stakeholders, orally and in writing.  
Define issues, analyze problems, evaluate options, develop sound conclusions, and make appropriate recommendations in accordance with applicable laws, regulations, policies, procedures, and rules.  
Establish and maintain effective working and professional relationships with individuals from diverse communities.  
Hire, onboard, train, evaluate, supervise, develop, and discipline assigned staff.  
Implement policies and procedures; interpret, apply, and explain rules, regulations, policies, and procedures to students, faculty, staff, and the public effectively.  
Learn from errors, determine appropriate corrective action and prevent repeat occurrences.  
Maintain accurate records and produce detailed, thorough, and accurate analyses and reports.  
Maintain appropriate professionalism in stressful situations.  
Operate and effectively use office technologies and software applications, including general business platforms and technologies specific to the assigned campus, worksite, or program.  
Organize, assign, prioritize, and guide work activities of assigned staff and provide timely, effective feedback.  
Plan, organize, and supervise assigned programs and staff.  
Provide training, professional development, and professional growth to assigned staff.

Training and Experience:

Any combination of training and experience equivalent to: seven years of related experience performing a wide variety of mechanical, electrical, plumbing, roofing, locksmith, masonry, and carpentry work, including at least two years in a supervisory capacity in a large and diverse work force.

License:

Valid California Driver License.  
General contractor's license and a Professional Certificate in Lean Enterprise is preferred.

**WORKING CONDITIONS**Physical Requirements:

Category III.

Environment:

Indoor and Outdoor; some travel from site to site. May include less desirable extremes working in construction areas subject to uneven and unpaved surfaces, and extremes of moisture, dust, and noise.