

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Assistant Director Facilities Maintenance Services

DATE PREPARED: Summer 2014

DATE REVISED: Spring 2015; Fall 2016

GENERAL SUMMARY:

Directs the daily work assignments of staff assigned to the Facilities Maintenance Services areas: building maintenance, construction, repairs, remodeling/renovation, custodial services, contracted services and landscape operations; which includes but is not limited to, carpenters, painters, plumbers, landscapers and custodians.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Works to ensure the optimal maintenance, and repair of all college/location buildings, facilities and grounds.

Manages the staff assigned to facilities maintenance; carpenters, painters, plumbers, landscapers and contracted services staff.

Maintains preventive maintenance standards, policies and procedures as it relates to the maintenance and upkeep of campus/location buildings and structures.

Coordinates the completion of work orders, estimation of materials, labor costs and equipment needed and ordering of materials and supplies.

Coordinates the work of multiple trade and maintenance services provided by outside contractors, servicing assigned areas of responsibility.

Promotes a customer focused environment. Creates models and maintains an environment that provides customers with desired products, services, and experiences.

Coordinates appropriate training to staff in assigned areas. Ensures safe work practices for all areas supervised.

Maintains appropriate maintenance of records, the preparation of reports and requisitions for all areas assigned.

Maintains compliance with college and dccc processes, procedures, guidelines, initiatives and directives in all areas assigned to position.

Maintains quality control standards in all areas assigned.

Resolves challenges that surface from daily operations.

Assists with yearly budget preparation.

Responsible for determining and implementing specific training needs based on specialized area(s).

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PRINCIPAL DUTIES AND RESPONSIBILITIES: -continued

Displays the highest ethical and professional behavior in working with students, college staff, and outside agencies associated with the college. Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

Supervision: Responsible for the selection, training, coaching, development and evaluation of assigned full time staff.

Performs related work as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Associate's degree or higher **plus** completion program certificate from a technical trade school **and** two (2) years of experience in two (2) of the facilities trade areas **or** graduation from high school **plus** completion program certificate from a technical trade school **and** six (6) years of experience in two (2) of the facilities trade areas.
- One-year supervisory experience of full-time facilities staff required.
- Intermediate level knowledge of computer technology to access, read and interpret data.
- Ability to read and understand blueprints, schematics, and technical manuals.
- Strong knowledge of building codes, fire codes, and ADA guidelines.
- Knowledge of proper handling and disposal of hazardous materials.
- Ability to work independently, make immediate decisions to respond quickly to specific situations.
- Ability to work and coordinate a team to attain optimal performance and services rendered to campus/location facilities.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS: - continued

- Customer Service Focused: evidence of providing effective customer service.
- Requires a valid driver's license to enable travel within the college/location service areas to various off-site locations.
- Official transcripts will be required.
- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

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