ASSOCIATE DIRECTOR OF FACILITIES
Facilities Management

POSITION SUMMARY

Responsible for strategic leadership, technical direction, and supervision of the Utilities Division personnel for the operation, maintenance, and repair of utility systems which include HVAC, electrical, steam, and hot water generation, water treatment and associated systems, energy management system, emergency generators, elevators, and fire life safety systems. Directly supervises the trades manager. Acting CEM for the campus. Serves as back-up for Director of Facilities Management when Director is absent.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

1. Provide leadership and support to the Trades Division, including the Trades Manager and bargaining unit personnel (HVAC, boilers, plumbing, building electrical, carpentry, painting, lock shop). Determines expected level of performance, monitors performance, and counsels employees as required. Performs regular One on One meetings with staff members. Documents staff performance to support the College’s Mission Statement, Strategic Plan, and Department Goals. Evaluate staff skill level, establish a training schedule, and provide job training or outside training of staff technicians. Performs Administrative functions, prepares labor reports, recommends approval of leave and vacation requests, maintains records, interviews prospective employees, and manages budgets.

2. Commissions, reviews, and interprets complex studies related to mechanical and other systems.

3. Plans and executes projects for the Trades Division. Documents work scopes, contacts vendors, reviews proposals, prepares project documents, reviews work, makes final inspections, and processes appropriate documents (purchase orders, work orders) relating to the project. Documentation includes multi-week and daily schedules, weekly and daily schedule completion percentages, estimated and actual job times, planned and actual materials used, work action codes, work order comments, and standard administrative tasks such as attendance, vacation, and payrolls. Directs and supports the Trades Manager to ensure efficient work is planned and executed by each trades section.

4. Directs operation and maintenance of HVAC systems. Determines and implements proper preventative and corrective maintenance requirements; reviews completed tasks. Schedules and reviews contractor performed maintenance. Trains personnel.

5. Directs operation and maintenance of Central Chiller Plant equipment. Determines preventative, predictive, and corrective maintenance requirements — reviews operational and maintenance tasking. Schedules and reviews contractor performed maintenance.
6. Directs operation and maintenance of steam/hot water equipment to include training of personnel. Determines preventative and other corrective maintenance requirements. Reviews completed work assignments. Schedules and reviews contractor performed maintenance.

7. Directs operation and maintenance of Interior and Exterior Electrical systems to include distribution circuits, panel boxes, generators, motors, lighting systems, and control wiring. Work includes training personnel, determining preventative and corrective maintenance requirements, and evaluating work tasks performed. Schedules and reviews contractor performed maintenance.

8. Directs carpentry and painting division to maintain the campus’s hard assets. Work includes training personnel, determining preventative and corrective maintenance requirements, and evaluating work tasks performed. Schedules and reviews contractor performed maintenance.

9. Directs Lockshop to maintain the campus’s door locks. Work includes training personnel, determining preventative and corrective maintenance requirements, and evaluating work tasks performed. Schedules and reviews contractor performed maintenance.

10. Documents work scopes, contacts vendors, reviews proposals, prepares project documents, reviews work, makes final inspections, and processes appropriate documents (purchase orders, work orders) relating to the project. Documentation includes multi-week and daily schedules, weekly and daily schedule completion percentages, estimated and actual job times, planned and actual materials used, work action codes, work order comments, and standard administrative tasks such as attendance, vacation, and payrolls.

11. Directs operations and maintenance of Water Treatment systems for boilers, hot water heating systems, chiller plant equipment, and cooling towers. Determines and implements operational procedures for plant technicians. Coordinates with vendors and facilities engineers in establishing water treatment methodology and policies. Monitors technician methodology and reviews treatment records to ensure proper long-term system operation.

12. Directs operation and maintenance of the campus’s elevators, including annual maintenance contracts and repairs. Work includes training personnel, determining preventative and corrective maintenance requirements, and evaluating work tasks performed. Schedules and reviews contractor performed maintenance.

13. Directs operation and maintenance of the campus’s fire life safety systems, including annual maintenance contracts and repairs. Work includes training personnel, determining preventative and corrective maintenance requirements, and evaluating work tasks performed. Schedules and reviews contractor performed maintenance.

14. Responsible for maintaining the campus’s underground utility drawings

15. Member of the CARP committee, actively working with the Director of Facilities to address the campus Asset Renewal program, meets regularly with committee members to address the campus deferred maintenance.

16. Member of the OSIF committee for project funding by the Oxy Green Revolving Fund.

17. Member of the EOC serves as Facilities Management representative in the director of facilities absence.

18. Regularly meets as a team member with the Bioscience department, Athletics, Dining Services/Conference Services, and Campus Safety departments.
Additional Functions:

- Effective use of a CMMS (Computerized Maintenance Management System)
- Effective member of the Technical Team
- Performs other duties as requested.

QUALIFICATIONS

Required:

- **Experience:** 10+ years of assistant/associate director facilities management experience with technical staff, engineers, and other consultants. Management of; mechanical systems, including chiller plant, thermal ice storage, chilled water distribution system, building HVAC, and related controls; Boilers and steam/hot water distribution systems; exterior and interior plumbing systems and equipment; 5kV medium-voltage distribution and building electrical systems. Previous experience in school, college, or university environment. Previous experience working in a union environment.
- **Education:** College degree in Architecture, Construction Management, Engineering, Business Management, or other technical field required (or a combination of 10+ years of relevant experience and education).
- **Knowledge/Skills/Ability:** Ability to provide strategic analysis on engineering studies and construction documents, including plans and written specifications. Excellent communication skills. Knowledge of hand and power tools and specialized mechanical and electrical analytical testing equipment. Customer service skills.
- Experience planning and scheduling with a CMMS.
- Must be available for both remote and in-person after-hours response 24/7 and be on campus within 45 minutes.
- Experience with Microsoft Word, Excel, Project, or similar software.
- Able to lift 50 lbs; climb stairs and ladders; enter and work in tight or high spaces; stand, sit or bend for extended periods; work in weather.
- Valid California Driver’s License, ability to maintain Authorized Driver status at the college.

Desired:

- APPA CEFP certification
- Association of Energy Engineers (AEE) CEM Certification
- State contractor license in general contracting, HVAC, or plumbing
- Unlimited boiler license and EPA Universal license
- Familiarity with Tridium energy management controls
- Bilingual in Spanish/English

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental
disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/human-resources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.