

# CITRUS COMMUNITY COLLEGE DISTRICT

## BOARD POLICY

P-2475  
Page 1 of 2

### DIRECTOR OF MAINTENANCE, OPERATIONS, AND WAREHOUSE

#### Appointment

1. The Director of Maintenance, Operations, and Warehouse is recommended by the Superintendent/President and employed by the Board of Trustees.
2. The Director of Maintenance, Operations, and Warehouse is responsible to the Vice President-Business Services.

#### Duties

1. Supervise operations including custodial, grounds, maintenance, and warehouse activities for the physical plant and serve as District Safety Coordinator.
2. Develop plans for minor remodeling and related construction work.
3. Prepare bills of material and labor for cost estimates.
4. Prepare bid specifications and plans for maintenance and operations in conjunction with the bidding procedures of the purchasing department.
5. Prepare preventive maintenance programs for all equipment and building service installations.
6. Evaluate the work of all personnel in the maintenance and operations department with the assistance of the supervisors.
7. Evaluate plan maintenance and operations procedures for increased efficiency and reduced cost.
8. Organize and execute in-service training programs for all maintenance and operations personnel.
9. Prepare budget requests and administer maintenance and operations budgets.
10. Supervise the energy management system for the district.

P-2475

11. Conduct safety training sessions.
12. Work with outside service contractors in maintenance and upkeep of district equipment and buildings.
13. Prepare and coordinate the painting schedule for the district.
14. Coordinate and follow-up on district work orders.
15. Work with community services in the coordination and use of district facilities by community groups.
16. Supervise and coordinate the district transportation program.
17. Perform other duties as assigned by the Vice President-Business Services.

Adopted ..... 11/3/81