



Now Accepting Applications for the Classified Management position of:

# Director of Facilities & Planning



## OUR MISSION

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable learning environment defined by applied knowledge leading to students' achievement of their educational goals.

## OUR VALUES

1. **Students** and their success.
2. A **learning** community with teaching excellence.
3. An environment conducive to **learning**, fairness, dialogue, and continuous improvement.
4. A communicative, collaborative, collegial, and **respectful culture**.
5. A **partnership** of students, faculty, support services, and community.
6. Innovation, **diversity**, creativity, and critical thinking.
7. Academic, financial, personal, and professional **integrity**.
8. Employees and their **professional development**.
9. A **transparent**, accessible, participative governance structure.

## ABOUT TAFT

Located in the Central Valley of California, in the heart of the Monterey Shale oil fields, 30 miles west of Bakersfield, Taft is a growing community.

**Taft** is centrally located and provides direct access to the world's fifth largest economy. With direct access to Interstate 5, Highway 99 and Highway 166, Taft is less than a two hour trip to Los Angeles and the Central Coast. Additionally, you can travel to San Diego, Sacramento and Bay Area in less than four hours.

**Taft College** offers 46 Associate Degrees, 12 that are Associate Degrees for Transfer that allow students to complete a bachelor degree in the California State University system. The College also offers 23 Certificates of Achievement and 21 locally-approved certificates. In addition, specialized education is available in career technical education programs in a variety of disciplines including Energy Technology, Early Childhood Education and Family Studies, and Dental Hygiene.



# Create Your Future With Us



## ABOUT US

Taft Junior College was established on August 30, 1922 as part of the Taft Union High School District, sharing a campus with the high school. The school title officially became Taft College on July 1, 1954, and in September of 1956 a separate campus opened in the current location at 29 Cougar Court adjacent to the high school. The West Kern Community College District was later formed, and is a single-college-district under the guidance of a five-member Board of Trustees. With strong leadership, Taft College offers a robust academic program for its students, and is one of the finest small colleges around!

## POSITION OVERVIEW

Under general supervision the Director of Maintenance, Operations and Facilities Planning administers and supervises all phases of the maintenance and operation of the District's physical facilities and grounds; supervises maintenance and operation staff; prepares and maintains the department budget.



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# QUALIFICATIONS

## MINIMUM QUALIFICATIONS

An applicant may meet minimum qualifications in one of two (2) ways listed below:

1. Associate of Arts degree or equivalent in related field and five (5) years of increasingly responsible maintenance, operations, and facilities experience including three (3) years in a supervisory capacity. OR
2. High school diploma or equivalent and seven (7) years of increasingly responsible maintenance, operations, and facilities experience including five (5) years in a supervisory capacity.

Sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

## COMPENSATION

The salary range for the position is a Grade 18 with a range of \$90,680-\$122,923 per year. This is a full-time, 12-month position.

West Kern Community College District offers a comprehensive fringe benefits program that includes District paid medical, dental and vision coverage for all employees and their dependents, as well as a generous vacation plan. Employees are eligible for membership in either CalPERS or CalSTRS retirement systems.

## EQUAL EMPLOYMENT OPPORTUNITY

The West Kern Community College District is committed to the principles of equal employment opportunity . The District is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer. Veterans, women, minorities and people with disabilities are encouraged to apply.



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# Position Description

*The following is a representation of the duties for this position, it is not meant to be an exhaustive list of all responsibilities.*

- Administer and supervise all phases related to maintenance, custodial, grounds, facilities planning, safety and health hazards.
- Responsible in the development of plans, specifications, bid documents and related materials; evaluate bids and recommend award of contracts for capital outlay projects, equipment and major repairs.
- Responsible in the preparation and development of budgets for maintenance, custodial, grounds, warehouse, deferred maintenance and one-time funded projects; review and approve maintenance and operations requisitions within budgetary limitations.
- Provide technical expertise, information and assistance regarding assigned functions; supervise skilled workers in the performance of new construction, major repairs and alterations of District facilities.
- Responsible in development of plans and specifications for work to be completed; review cost estimates submitted by outside contractors; recommend or determine equipment and materials to be purchased.
- Communicate with other administrators, vendors, State and government agencies and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Inspect buildings, equipment and grounds for fire, safety and health hazards;
- Communicate and work with staff, consultants, engineers, architects, and contractors to assist and help ensure compliance with the specified scope of projects and assist with the construction design.
- Assist with the development, review, maintenance, and monitoring of production of capital improvement contract documents, including design calculations and sketches, construction drawings, and cost estimates for building and facilities construction projects



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# Position Description- continued

*The following is a representation of the duties for this position, it is not meant to be an exhaustive list of all responsibilities.*

- Assist with project planning and construction operations of the District's capital construction projects and submit appropriate reports to the Chancellor's Office (i.e. Fusion).
- Coordinate with project closeout processes, including ensuring operations/maintenance manuals, recording (as-built) drawings, and recording of warranties
- Coordinate construction activities and requirements with contractors, engineers, architects, consultants and outside agencies.
- Supervise and evaluate the performance of assigned staff in accordance with District guidelines, personnel policy and procedures and collective bargaining contracts;
- Utilize Maintenance Management Software (i.e., School Dude) to plan and implement a systematic program of preventative maintenance; establish priorities for maintenance and special projects; develop procedures to assure that routine and emergency maintenance needs are resolved.
- Assure compliance with laws, codes, regulations, and health and safety precautions related to maintenance and operations activities.
- Maintain inventory records of fixed assets; prepare documentation, evaluate and coordinate disposition of surplus property.
- Plan, coordinate and direct key control and key inventory systems.
- Attend, conduct and participate in meetings, seminars, committees and conferences.
- Must be available for, and respond to, call-ins during off hours and weekends as requested.
- Perform other related duties as assigned.



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# APPLICATION PROCESS

*Applications will be accepted until January 31, 2019.*

## REQUIRED MATERIALS FOR APPLICATION:

1. Completed Management Application- Downloaded from TC website or completed online at EdJOIN.
2. Letter of Introduction describing how you match the minimum and desired qualifications.
3. A current Resume

## SUBMIT APPLICATION MATERIALS TO:

- Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)
- Complete online at [EdJOIN](#)
- Mail or Walk-In: Taft College Human Resources, 29 Cougar Court, Taft, CA 93268

## FOR MORE INFORMATION:

- Please visit: [http://www.taftcollege.edu/human-resources/job\\_opportunities/](http://www.taftcollege.edu/human-resources/job_opportunities/)
- Call: 661-763-7900
- Email- [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)



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