



Classification Title: Manager, Facilities Maintenance

Department:	Facilities	EEO6 Code:	1
Employee Group:	Administrative Association (Classified Administrator)	Salary Grade:	58
Supervision Received From:	Director, Facilities	Date of Origin:	June 2023
Supervision Given:	Assigned Supervisory, Classified, hourly, and volunteer employees	Last Revision:	June 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Manages, plans, coordinates, and administers day-to-day building, facilities and grounds maintenance operations on a District-wide basis; participates in the design, review and planning of new construction and remodeling projects; responds to requests for service from other college departments and education centers.

DISTINGUISHING CHARACTERISTICS.

Manager, Facilities Maintenance is responsible for planning, managing and coordinating buildings, facilities and grounds maintenance operations, service and activities on a District-wide basis. This class is distinguished from the Manager, Facilities Operations by the incumbent's responsibility for maintenance operations rather than business and administrative operations.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks, which includes selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Plans, manages, coordinates, and evaluates operations of the Facilities Maintenance department; manages, oversees and monitors the development and implementation of comprehensive inspection, maintenance and repair schedules, and operations and activities for all District buildings, structures, equipment and grounds including all educational centers; manages and oversees the maintenance and repair of facilities equipment, District vehicle pool fleet, air conditioning and ventilation systems, automated building and access controls, plumbing and electrical systems, fire/security and other alarm systems, roofing, parking lots and interior maintenance all District properties.
3. Assists the Director, Facilities in providing facilities and operational input on major and minor capital projects, deferred maintenance projects and new building design and remodeling projects; works closely with engineers and architects in the development of specifications for such projects; provides data to the Manager, Construction and Facilities Planning to complete mandated Five-Year Maintenance Plans for all District-owned properties and landscaped areas.
4. Provides management direction and guidance to Building Services operations; monitors to ensure the implementation of comprehensive maintenance, service and repair inspections, schedules and activities for all District buildings and

structures, including equipment and utility systems, to ensure safe and healthy environments for District staff, students and visitors; ensures the development and implementation of effective preventative maintenance programs.

5. Provides management direction and guidance to Grounds Services operations, including all landscape maintenance and construction, arboretum maintenance and operations, and athletic field operations District-wide; directs water conservation initiatives and efforts; oversees the District recycling program; manages and directs the maintenance, repair and safe operations of grounds maintenance machinery and equipment, ensuring conformance with District safety program, policies and work practices.
6. Provides management direction and guidance to facilities services operations at all Education Centers; provides leadership to Centers' Facilities and Grounds Services Supervisors in maintaining and repairing all Center buildings, grounds and facilities; leads and oversees developing and managing contracts for work by outside vendors while working with the Business Services department to ensure contractor and vendor selection in accordance with District rules, policies and procedures.
7. Receives requests for service and works with District administrators, managers and staff and Facilities Maintenance supervisors and staff to coordinate and schedule the timing of projects to cause minimal disturbance and inconvenience to classes and District activities; consults with administrators and managers regarding work to be completed by outside contractors.
8. Manages and oversees planning for projects to be performed by outside resources; manages and oversees the development of project scopes of work and specifications and the bidding for and selection of contractors to perform the work; oversees and participates in the inspection of work in progress and completed work to ensure compliance with project specifications, District quality standards and applicable laws, codes and regulations; interprets, explains and responds to inquiries regarding facilities policies and procedures, project development and execution, project funding, asset management and applicable regulations and requirements.
9. Develops and monitors assigned facilities maintenance budgets and manages fiscal resources consistent with District policy and sound financial management principles; approves the purchase and inventory management of equipment, materials and supplies required for facilities maintenance and repair operations.
10. Manages and oversees the preparation and maintenance of records, files, logs and reports related to Facilities Maintenance operations, personnel, inventory, work requests, work performed and accident and safety issues.
11. Manages and oversees compliance within the Facilities Maintenance department with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline; ensures the maintenance of safe working environments through enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.

Marginal Functions:

1. Participates in/on a variety of committees, workshops, meetings, and/or other related groups in order to receive and/or convey information.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Six years of experience in facilities construction, maintenance and/or repair, including four years of supervisory experience.

Education/Training: Completion of high school or GED equivalent.

Licenses/Certificates: Possession of an appropriate, valid California Driver's License by time of appointment.

Knowledge of:

1. Leadership and managerial principles and practices, including selection, training, evaluating, and discipline.
2. Methods, practices and materials used in facilities maintenance and repair, including the maintenance and repair of buildings and structures, building systems and controls, grounds and related facilities such as athletic fields, arboretum, parking lots and other properties.
3. Standard practices, methods and techniques used in industrial engineering, building systems engineering, and commercial building construction and repair.
4. Methods, practices, tools and equipment common to the building trades.
5. Principles and practices of public agency purchasing and contracting applicable to assigned responsibilities.
6. Principles, practices, methods and techniques of project management.
7. Federal, state and local laws, codes and regulations related to facilities planning, development, construction, maintenance and operations including fire/security and other alarm systems, safety and energy management.
8. Procedures, methods, and techniques of budget preparation and maintenance.
9. Modern office procedures, methods, and equipment including computers and applicable software programs relevant to assigned area of responsibility.
10. Computerized data management, storage and retrieval systems relevant to area of responsibility.
11. Principles and practices of report preparation.
12. English usage, spelling, grammar, punctuation.
13. Community college programs, services, operations, and activities.
14. College human resources policies and labor contract provisions.

Skill in:

1. Planning, developing, assigning, managing and coordinating a district-wide facilities maintenance program involving a variety of facilities and grounds maintenance and repair functional specialties with overlapping work areas.
2. Analyzing complex operational and administrative problems, evaluating alternatives and recommending or implementing effective courses of action.
3. Developing and implementing goals, objectives, policies, procedures, work standards and management controls.
4. Reading, understanding, interpreting, explaining and applying applicable codes, rules, regulations and policies.
5. Managing large-scale maintenance and repair projects to meet time and cost requirements.
6. Preparing clear and concise records, reports, correspondence and other written materials.
7. Managing, supervising, training, and overseeing the work of others.
8. Working collaboratively with administrators, managers and staff to provide effective and efficient delivery of facilities and grounds maintenance and repair services to meet District-wide needs.
9. Utilizing a computer and related software applications.
10. Developing, analyzing, and maintaining a department budget.
11. Communicating clearly and concisely, both orally and in writing.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

13. Maintaining confidentiality and exercising tact, diplomacy and discretion in dealing with sensitive, complex and confidential issues and situations.
14. Establishing and maintaining effective working relationships with those contacted in the course of work, particularly with military officers and personnel.

WORKING CONDITIONS.

Environmental Conditions:

The incumbent typically works in an indoor/outdoor environment, exposure to computer screens, noise and electrical energy; may be exposed to extreme weather conditions, chlorine gas, polychlorinated biphenyl (PCB), asbestos, dust, fumes and high voltage; interacts with students, faculty, staff, administrators, and the public, occasionally encounters dissatisfied or abusive individuals. The noise level is usually quiet to moderate.

Physical Conditions:

Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk and stand; use hands to repetitively finger, handle and feel computers, peripherals and standard business equipment; possess visual acuity for creating computer generated work and to read printed materials; reach with hands and arms; move or lift up to 50 pounds. The employee must be able to travel between District and external locations.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.