



Classification Title: Manager, Facilities Operations

Department:	Facilities	EEO6 Code:	1
Employee Group:	Administrative Association (Classified Administrator)	Salary Grade:	52
Supervision Received From:	Director, Facilities	Date of Origin:	July 2023
Supervision Given:	Assigned Supervisory, Classified, hourly, and volunteer employees	Last Revision:	July 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 District-wide facilities business operations functions including planning, budget, procurement, project implementation and customer service; supervises and manages the District's facilities use and rental program as well as the District's vehicle pool fleet, ensuring compliance with all applicable legal and regulatory requirements; responds to requests for service from other District departments and coordinates facilities business functions activities with other division staff, faculty and administration groups.

DISTINGUISHING CHARACTERISTICS.

Manager, Facilities Operations is responsible for managing and coordinating business operational functions for the Facilities Division including the Facilities Use and Rental program. This class is distinguished from other Facilities managers by the incumbent's responsibility for managing and administering Facilities business support functions such as planning, budget, staffing coordination, procurement and customer service.

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 functions and activities of the Facilities Operations department; manages, oversees and administers the Facilities Division's business support functions including planning, budget, staffing coordination, procurement, work planning and management, customer service and related matters; manages, oversees and participates in the Facilities Use and Rental program activities; oversees coordination of the District's vehicle pool fleet, ensuring compliance with Department of Motor Vehicles (DMV) and California Highway Patrol (CHP) regulations; administers the District access control and security programs for buildings and facilities.
3. Participates in and oversees development and implementation of goals, objectives, policies and priorities for Facilities programs, projects and services; recommends and administers Facilities division and District policies and procedures; monitors and evaluates the efficiency and effectiveness of Facilities service delivery methods and procedures; recommends appropriate service and staffing levels.

4. Serves as a resource to faculty, staff and administration groups on operational matters related to Facilities functions, including identifying and resolving problems associated with facilities rentals, transportation, building access and work order management.
5. Assists the Director, Facilities in developing and administering multiple Facilities Division operating and capital budgets; works with the Director and other Facilities managers throughout the budget development process in forecasting funding needs for staffing, equipment, materials and supplies; analyzes department expenditure estimates, requests and proposals, identifies issues and concerns and advises managers on appropriate actions; leads and participates in regular review of expenditure trends vs. budget; follows up with the Director and managers regarding budget variances and works with managers to resolve any areas of budget vs. expenditure concern; monitors, processes and approves expenditures; prepares and processes budget transfers and other budget adjustments subject to Director approval.
6. Coordinates Facilities staffing, which may include interviewing, selection, on-boarding and training; responds to requests and provides information to managers, supervisors and employees regarding payroll, travel and a variety of other policies and procedures; may represent the Director, Facilities in meetings with human resources in regards to employee matters.
7. Manages, oversees and participates administering the District's Facilities Use and Rental Program in compliance with Board of Trustees policies and the Civic Center Act of the California Education Code; works closely with the District's administrative staff in making final decisions on all facility use and scheduling requests, ensuring legal requirements are met and the District's interests are protected; ensures all event and cost reimbursement requirements are fully met in accordance with policy and legal requirements; provides direction to the Events Scheduling Specialist as well as Custodial Services staff in preparations for special events, including event set up and break down.
8. Uses various databases and coordinates with other divisions and departments regarding space utilization and/or room scheduling for instructional and noninstructional use; oversees the evaluation of room type, occupancy and instructional top codes as defined by the Chancellor's Office.
9. Manages and oversees staff engaged in coordinating the District's vehicle pool fleet; manages and directs the maintenance of files and records in compliance with DMV and CHP regulations, including all required driver's license renewal and medical record and certificate documentation.
10. Manages and oversees District access control and security system administration, ensuring that all established security and safety policies and protocols are met governing access to buildings and facilities by employees, vendors, contractors and guests; oversees any emergency lock down incidents; responds to emergency situations, including fire alarm notifications, and dispatching appropriate personnel.
11. Using an automated work order system for emergency and nonemergency requests, manages and oversees the preparation and maintenance of records, files, logs and reports related to Facilities operations, inventory, work requests, work performed and accident and safety issues to include prioritization of requests.
12. Collaborates in the development and implementation of the five-year scheduled maintenance plan and hazardous mitigation program, including the budget and spending plan.
13. Manages and oversees compliance within the Facilities Operations 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. May act for the Director, Facilities in that individual's absence.
2. Participates in/on a variety of committees, workshops, meetings, and/or other related groups in order to receive and/or convey information.
3. 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: Four years of experience in the coordination and oversight of facilities operations, including two years of supervisory experience.

Education/Training: An associate degree from an accredited college in business administration or a related field.

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. Principles, practices, procedures and techniques of budget preparation, administration and maintenance including District budget development and administration policies, practices and procedures.
3. Principles and practices of public agency purchasing and contracting applicable to assigned responsibilities.
4. Principles, practices, methods and techniques of project management.
5. General methods, practices, equipment and materials used in a broad range of facilities and grounds maintenance and repair functions, custodial services, fleet maintenance and other assigned facilities services.
6. Federal, state and local laws, codes and regulations related to areas of assigned responsibility including the Civic Center Act of the California Education Code and Department of Motor Vehicles (DMV) and California Highway Patrol (CHP) regulations.
7. Research methods and data analysis techniques.
8. Modern office procedures, methods, and equipment including computers and applicable software programs relevant to assigned area of responsibility.
9. Principles and practices of sound business communications including correct English usage, spelling, grammar, punctuation.
10. Principles, practices, concepts and best practices used in customer service, public relations and community outreach.
11. Community college programs, services, operations, and activities.
12. College human resources policies and labor contract provisions.

Skill in:

1. Planning, developing, assigning, managing and coordinating district-wide Facilities division operations and business support functions including planning, budget, human resources coordination, procurement and customer service.
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. Collecting, compiling, analyzing and making sound recommendations on complex budget and expenditure data, programs and processes.
5. Selecting appropriate methodologies and performing complicated mathematical and statistical calculations and analyses.
6. Reading, understanding, interpreting, explaining and applying applicable codes, rules, regulations and policies.

7. Effectively representing the District in interactions and negotiations with external organizations and the public.
8. Preparing clear, concise and comprehensive records, reports, correspondence and other written materials.
9. Managing, supervising, training, and overseeing the work of others.
10. Working collaboratively with administrators, managers and staff to provide effective and efficient delivery of facilities maintenance and repair services to meet District-wide needs.
11. Utilizing a computer and related software applications.
12. Communicating clearly and concisely, both orally and in writing.
13. 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.
14. Maintaining confidentiality and exercising tact, diplomacy and discretion in dealing with sensitive, complex and confidential issues and situations.
15. 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 primarily in an indoor environment with exposure to computer screens; interacts with students, faculty, staff, administrators, and the public and 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 25 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.