

Position: Facilities Manager  
Grade: 26 (Management Salary Schedule)

### **Summary**

Plans, supervises, assesses and evaluates the activities and operations of the Facilities department. This includes grounds, preventative maintenance programs, remodeling and repair projects, urgent repairs, and upkeep of all non-structural properties. Oversees safety and OSHA compliance standards for the department. Coordinates assigned activities with other divisions, contractors, outside agencies, and the general public. The position also provides complex administrative support to the Director, Physical Plant. And Construction Services.

### **Distinguishing Career Features**

The Manager, Facilities reports to the Director, Physical Plant, and is responsible for the efficient and effective performance of a large staff of employees, applying extensive knowledge of building maintenance and operations program management, and a working knowledge of construction management. Operates with considerable latitude for independent action and decision making. Activities are reviewed for adequacy of professional judgment, compliance with College and department policies, and achievement of results consistent with College goals and objectives. Has budgetary and administrative responsibility for the department.

### **Essential Duties and Responsibilities**

- Organizes, staffs, and coordinates operational activities for maintenance programs including grounds, preventative and deferred maintenance projects, servicing and repair, and operation of utilities, and heating and cooling systems.
- Directs, coordinates, and reviews the work plan for Maintenance. Meets with staff to identify and resolve problems. Plans, schedules, and assigns work activities and projects. Monitors work flow. Reviews and evaluates work products, methods and procedures.
- Provides leadership in the new and emerging technologies.
- Leads, supervises, trains and evaluates assigned personnel. Certifies payroll for assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.
- Administers programs involving the maintenance, operation, alteration, and repair of heating, lighting, water treatment, sewage disposal, air conditioning, ventilating and refrigeration systems, and the construction, remodeling, maintenance and repair of buildings, grounds parking lots, athletic facilities, and related equipment.
- Conducts regular staff meetings. Attends and participates in professional group meetings. Maintains up-to-date knowledge of trends and innovations in the fields of building maintenance, energy management, and repair and remodeling.
- Ensures that work methods comply with established health and safety regulations. Inspects facilities for compliance with codes, regulations, and accessibility requirements.

- Ensures an on-going department program for safety and environmental health. Directs, training, evaluation, audit, and incident response.
- Develops and monitors budgets and maximizes financial resources.
- Identifies opportunities for improving service delivery methods and procedures. Reviews and evaluates new products, procedures, and equipment.
- Oversees ordering and inventory and control of supplies, materials, and equipment used by the department.
- Implements quality control and for preventative maintenance programs for the department and College.
- Ensures accuracy of print and online publications related to the area of responsibility.
- Participates on and chairs committees, task forces, and special assignments.
- Participates in the screening of and recommends selection of assigned personnel.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Minimum Qualifications for Education and Experience**

Requires a bachelor's degree with major coursework in Engineering, Construction Management, or a related field. Requires five years of increasingly responsible experience in construction, building maintenance and operations with three years supervisory experience. Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

### **Knowledge and Skills**

The position requires professional knowledge of:

- Development, maintenance and administration of a budget.
- Philosophy and objectives of the community college.
- Principles of functional leadership, training and performance evaluation.
- Pertinent federal and state laws and regulations.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.
- Operational characteristics of facilities and grounds in addition to the services and activities of a comprehensive plant operations program.
- Construction management principles and practices. Working knowledge of the budget preparation and administration process.
- Principles and practices of mechanical, electrical, plumbing, carpentry, equipment maintenance, custodial operations, and grounds to integrate the services and organize projects.
- Applicable building codes, including principles of universal access.
- Safety and environmental health programs.

The position requires demonstrated skill in:

- Analysis and evaluation of programs, projects, and operational needs.
- Organizing work and building an effective team to respond to a high volume of service requests.
- Oral and written language skills in order to prepare detailed reports and professional correspondence.
- Human relations/interpersonal skills in order to develop working relationships, conduct performance reviews, and convey technical information to a wide variety of audiences.

### **Abilities**

This position requires the ability to:

- Learn, interpret, and ensure compliance with state and federal laws, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution.
- Operate vehicles, equipment, and tools used in maintenance and operations of District facilities.
- Read, understand, and interpret plans, blueprints, and specifications for building and grounds projects as well as the ability to prepare cost estimates, write construction or equipment specifications, and prepare bids.

### **Physical Abilities**

This position requires the physical ability to:

- The person in this position frequently communicates with members of the campus community in various work settings. Must be able to exchange accurate information in these situations.
- Must be able to recognize printed material (printed or online) for more than 75% of the expected work time.
- Work a flexible schedule which may include evenings, weekends, and split schedules.
- Function indoors in an office environment and outdoors engaged in work of a physically active nature with or without accommodation.
- Move to different work locations and constantly positions self to perform inspections.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer, or other common tools used in building construction and maintenance, and operate rolling stock with or without accommodation.
- Requires the ability to lift, push, and pull objects of medium weight (up to 50 lbs.) on an occasional basis with or without accommodation.
- Wear a variety of protective equipment, work in areas with extreme temperature variation, and work in cramped or uneven spaces with or without accommodation.
- Work during off-hours.

### **Licenses and Certificates**

Requires a valid driver's license.

**Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from proximity to machines, materials, and environmental considerations.

**Revised:**        **August 11, 2011**  
                      **December 7, 2022**