

**FACILITIES SYSTEMS MANAGER**  
**JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

**POSITION OVERVIEW**

Under administrative direction, performs management duties in the District's Facilities Planning, District Construction and Support Services department and may report to the Assistant Vice Chancellor or Director of Facility Planning, District Construction and Support Services. The Facilities Systems Manager is responsible for managing building systems and projects as assigned which includes: planning, supervising, coordinating, overseeing duties related to the maintenance, testing, inspection and repairs to building systems across district facilities with primary responsibility for managing the fire life safety protection systems districtwide.

**REPRESENTATIVE DUTIES**

- 1) Coordinates, schedules, oversees, supervises and manages district wide, the fire protection services which includes testing, inspection, maintenance and repairs of systems and equipment to ensure proper functionality and working operations.
- 2) Conducts such work in an organized, orderly, thorough, and professional manner.
- 3) Develops, plans, updates, implements, and monitors the District's Fire Management Protocol that addresses multiple fire alarm and fire life safety systems throughout various District properties. District equipment and systems include, but are not limited to: fire alarm panels, smoke detectors, heat detectors, manual pull stations, horn/strobe components, area speakers, duct smoke detectors, fire dampers, combo smoke/fire dampers, mass notification systems, fire water pumps, fire riser assemblies, dual check detector assemblies, position-indicating valves, sprinklers, kitchen fume hood systems, smoke control doors and grills, and other specialty systems such as, fire suppressant systems and smoke evacuation systems, etc.
- 4) Coordinates with local fire authorities, public agencies, and third-party vendors to ensure compliance with the District's Fire Management Protocol.
- 5) Review district wide by site, current existing schedule of preventative maintenance, testing, and repair work scheduled for any of the related fire alarm and fire life safety systems. Determine an appropriate schedule for preventative maintenance work and testing associated with such alarms and systems.
- 6) Determine code required testing of fire protection systems and frequency of testing. Assess and determine if any deficiencies need to be taken and corrective action measures.
- 7) Consult, coordinate and communicate with Campus Safety and other departments district wide for effective and thorough communication and collaboration. Ensure all stakeholders are properly engaged and understand their roles and responsibilities in fire management and protection of life and property and the schedule for all fire alarm and fire life safety systems testing, inspections and repairs.
- 8) Responsible for on-going continued management of third-party vendors (their inspections and repair work) and coordination with campus maintenance personnel.
- 9) Provide clear direction, information and support to various personnel and third-party vendors to make sure they understand their roles, responsibilities, scope of work and all contract requirements.
- 10) Develop, manage, coordinate and facilitate any training if needed on behalf of the department, for personnel at various District sites.

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- 11) Maintain and manage a district wide building inventory of the fire-resistance-rated construction, inspections. Oversee the assessment, any necessary inspections, development of the inventory records and ensure compliance to maintain appropriate records of the rated systems districtwide. Coordinate with college maintenance staff, other departments (i.e. Information Technology Systems) and sites to ensure this inventory is completed, updated regularly and maintained appropriately.
- 12) In coordination with Campus Safety, plan and conduct fire drills to gauge system readiness and preparedness.
- 13) Develop, manage and update fire safety emergency procedures, fire safety evacuation plans, emergency fire watch procedures, and first responder coordination procedures in coordination with Campus Safety, so that occupants know what to do and where to go in the event of an emergency. Ensure plans are adequate and well-developed for safe and timely evacuations and emergency response.
- 14) Review maintenance contracts for thoroughness and adequacy. Prepare Request for Proposals (RFP), Solicitations of Quotes (SOQ), and Public Bids for testing, inspection, repair and maintenance of fire safety systems and assist in reviewing proposals and provide recommendations to the District. Assist in bid preparation for projects. Understanding of bid document requirements, review of contractual language, notices of advertisement, specifications, and plan drawings.
- 15) Supervise staff, and consultants, projects and activities to ensure projects are delivered in an effective, timely and responsible manner. Take necessary corrective actions and propose improvements as necessary.
- 16) Ensure compliance with applicable laws, codes, rules, regulations and District policies and Administrative Regulations, and/or District standards and procedures.
- 17) Inspect, monitor, verify and review work of consultants, contractors and vendors. Ensure performance and quality of work is per contract and specified appropriately.
- 18) Undertake record keeping and project document controls to ensure files are properly provided, updated, retained and archived. Such records include but are not limited to: inspections, assessments, tests, repair work and/or replacement, work orders, certifications, etc.
- 19) Identify proper scope of work for various types of projects and outline proper course of action to complete the project from inception to completion.
- 20) Develop, monitor and oversee project schedules and budgets. Undertake calculations, develop tables, charts and spreadsheets for project and vendor accounting. Evaluate and review budgets, costs and expenditures to identify areas of discrepancy or concern not within industry standards.
- 21) Assure the timely preparation, maintenance and distribution of various reports and records as required by federal, state, local and district regulations or as required by the District.
- 22) Resolve issues timely and interface with contractors or other professional consultants to resolve disputes through effective communication, negotiation and contract conformance review.
- 23) Attend a variety of meetings and participate in district wide meetings as required.
- 24) Ability to review systems and information to determine best practices, best products and applications as well as other technologies that may maximize the efficient use of resources.
- 25) Establish and evaluate District standards for materials, equipment, systems, and or other as deemed appropriate and necessary on an on-going basis.
- 26) Develop, follow and implement procedures and best business practices.

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27) This position may on occasion be required to assist with other duties related to the department, in addition to primary responsibilities of building management of systems related to fire protection and fire life safety under the supervision of the Director or Assistant Vice Chancellor dependent upon workload. Such assistance may also include activities or duties related to building management, energy management and sustainability, planning activities, department maintenance and operations, construction, repair, replacement, renovation of facilities, equipment, systems and buildings to address district building system components identified by the Department. Other duties may include project management of minor maintenance and repair projects from inception, planning, design, agency approvals, bidding, construction and close-out/completion.

**KNOWLEDGE AND ABILITIES**

**Knowledge and Abilities**

Knowledge of building codes including, the National Fire Protection Act (NFPA), California Fire Code (CFC), mechanical and electrical codes, and Division of State Architect (DSA) regulations and bulletins. Knowledge of building fire protection standards, system types (fire alarm, dampers, dry/wet, standpipes, deluge, fire hydrants, and fire suppression), sequence of operations, emergency procedures, evacuation plans, emergency fire watch procedures, and first responder coordination procedures.

Knowledge and experience with public works contracts, bidding process and applicable laws. Ability to conduct job walks, review bidder information and documents, and verify and make recommendations on bid awards.

Demonstrated experience in managing fire protection systems (i.e. fire alarms, sprinklers, etc.) and maintenance of such systems.

**MINIMUM QUALIFICATIONS**

**Education and Experience**

Bachelor's degree in engineering, fire protection engineering, fire sciences, or related engineering field, architecture, construction management or other facilities related degree related to area of assignment is required; and five years of experience within the last eight years in relevant areas noted.

Board Approved: December 12, 2022