

FACILITIES MANAGER

CLASS SUMMARY

Under the direction of the Vice-President of Administrative Services, plans, organizes and supervises the maintenance, repair and construction work performed by college maintenance personnel on buildings, equipment and grounds at the campus and extension sites. Performs related work as required.

REPRESENTATIVE DUTIES

Plans, organizes, and supervises the maintenance department including building maintenance and repair programs associated with HVAC, plumbing, electrical, and carpentry; coordinates grounds maintenance program and the custodial program with overall plant maintenance program; diagnoses operating problems and coordinates repair; processes, assigns and tracks maintenance work orders; prepares maintenance work schedules; arranges for purchase of maintenance equipment and materials; reviews records and prepares reports; supervises the testing of maintenance materials and equipment; participates in the selection of personnel; performs safety inspections of the maintenance area; evaluates need for repair of buildings and equipment; manages the development and implementation of the maintenance department budget; works with plans and specifications for selected projects handled by outside contractors; updates and maintains all "as-builts" on buildings and sites; coordinates the work of the department with work of contractors; inspects work of contractors for quality and changes; investigates reports of accidents involving department personnel; confers with college officials in the planning of modifications to facilities; assists in the preparation of cost estimates of maintenance and construction projects; coordinates the preparation for special events such as the erection of temporary seating and equipment; trains and evaluates the work of employees within the maintenance department; operates district vehicles.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Vice-President of Administrative Services and supervises personnel assigned to maintenance and operations.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Required: Bachelor's degree or academic equivalent. A minimum of three full-time years of professional experience as a manager in the area of facilities, preferably at an educational institution.

License: Must possess a valid and appropriate California Driver's License.

FACILITIES MANAGER (continued)

Knowledge and Abilities

Knowledge of: Comprehensive understanding of the methods, practices, equipment, and supplies used in the building construction trades; in repair and remodeling of school buildings and equipment, applicable building codes; preventive maintenance programs and computerized maintenance management systems; the related legal provision of school buildings and fire and safety regulations, construction plans and engineering drawings; current construction costs and practices; air conditioning, heating and ventilation, electrical and plumbing systems and their upkeep; record keeping and report preparation techniques of an administrative office; business and shop math applicable to the building trades; proper methods, materials, tools and equipment used in the building trades, equipment, maintenance and repair, and custodial and grounds maintenance operations; principles of supervision and training; appropriate safety precautions and procedures.

Ability to: Plan and organize a program involving the maintenance, repair of buildings, and building equipment; work with grounds and custodial managers on programs; estimate costs of maintenance work such as construction of walls, partitions, cabinets, repair of damage, painting, repair and installation of plumbing, repair and installation of electrical systems and repair of equipment; prepare clear and precise specifications; reduce incremental maintenance costs through cost analysis of existing and future conditions; interpret blueprints and plans; perform personnel management functions in accordance with contracts, regulations, practice and policy; works within departmental budgets; carry out broad district policies; implement policies and regulations; prepare and interpret plans and specifications; communicate effectively, both orally and in writing; operate a vehicle observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective relationships with those contacted in the course of the work.