



West Valley-Mission
Community College District

CLASS SPECIFICATION

MANAGER, FACILITIES MAINTENANCE

Classified Administrative Position (Exempt Status)
Administrative Salary Schedule – Range 11

DEFINITION

To plan, organize, direct, and coordinate the activities of the facilities department within the district, including maintenance of buildings and associated electrical and mechanical systems, groundskeeping, and custodial functions; to coordinate facilities maintenance activities with other district departments; and to provide highly complex staff assistance to the Executive Director of Facilities Maintenance.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Executive Director of Facilities Maintenance.

Exercises direct supervision over assigned supervisory and maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement department goals, objectives, policies and procedures.

Plan, organize, and direct facilities maintenance activities including major maintenance, repair and construction projects, and custodial and groundskeeping services.

Assure compliance with applicable safety regulations such as OSHA; provide training in various aspects of the maintenance department including safety.

Ensure adherence to effective work methods and safety requirements including the district's Injury and Illness Prevention Program, Hazardous Materials Business Plans, and other campus safety and environmental regulations.

Participate and support programs of campus safety, OSHA requirements, and chemical and hazardous materials operations to comply with state and federal regulations.

Direct, oversee, and participate in the development of the district facilities maintenance work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Assist in budget preparation and implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Create scope of work for repairs, maintenance, and construction projects; obtain competitive bids for projects.

Serve as a department emergency contact and make decisions to resolve and mitigate emergency situations or conditions resulting from the malfunction of operational building systems and after hours work demands. Campus facility emergencies may include power outages, gas leaks, water leaks, and sewer backups among other issues.

Communicate with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of general construction, including HVAC, plumbing, and electrical work.

Methods and materials used in storm water management, landscaping, and irrigation.

Equipment, tools, and materials used in custodial work.

Principles and practices of leadership, training, motivation, team building, and conflict resolution.

Pertinent local, state, and federal rules, regulations and laws.

Modern office practices, methods, and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training, and performance evaluation.

Ability to:

Organize and direct the district's facilities maintenance operations.

On a continuous basis, analyze technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply district, division, and department policies, procedures, rules and regulations.

Supervise, train, and evaluate staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in a variety of maintenance, groundskeeping, custodial or construction projects, including two years of administrative and management responsibility.

Education:

Equivalent to an associate's degree from an accredited college or university with major coursework in engineering, construction management or a related field.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

EEO Category: Executive/Administrative/Managerial

Date Approved: August 14, 2024