

## **FACILITIES AND GROUNDS MANAGER**

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### **DEFINITION:**

Under the general supervision of the Director, will plan, organize and supervise all functions of campus facilities, including, the areas of safety, maintenance, grounds, custodial, operations, transportation, energy conservation, sustainability, long-term facility planning, facilities services budget and oversight of major capital building and repair projects as assigned. Oversight of the District's hazardous and environmental matters and is a key member of the District's safety committees; Perform related duties as assigned. Will act as Director in the absence of the Director of Facilities and Modernization.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single classified management position with general accountability for the District's maintenance program.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

1. Maintenance and operations of the College's physical plant and grounds to include custodial, maintenance, grounds, transportation, facility operations and repair projects;
2. Supervises, directs, assigns and evaluates the daily work of assigned staff; trains employees in work procedures, standards and safety practices, interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends performance recognition and disciplinary action;
3. Communicate matters involving personnel and facilities in a current and timely manner with the Director of Facilities and Modernization;
4. Provide professional leadership including effective deployment of the staff, effective forecasting, planning and analysis, project management, scheduling, budget development and control, analytical and accountability analysis, equipment and/or fleet replacement planning.
5. Maintain the master plans and prints of the campus pertaining to buildings, roadways, pathways, parking lots, and utilities, including electrical, gas, water, telephones and service lines.
6. Prepare and administer department budgets for area of responsibility; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District's policies and applicable regulations; actively seek State and other funding sources to support new or on-going facilities maintenance projects;
7. Develop and monitor ongoing Preventative and Deferred Maintenance programs for all major mechanical and electrical systems of the college as well as for grounds, the swimming pool, buildings and other areas as required.
8. Work closely with key administrators regarding issues related to safety, space inventory, capacity ratios, facility modifications and future construction.
9. Assure compliance with established safety regulations and precautions by all facilities and grounds staff; provide for effective orientation and continuing training to minimize accidents and injuries in compliance with the District's Injury and Illness Prevention Program;
10. Develop departmental policies and procedures to insure a safe, efficient and cost effective operation.
11. Effectively service the needs of the College through an effective work order system, to include response and coordination of maintenance requests and needs.
12. Create and implement environmentally sustainable policies and procedures for all Facilities and Grounds staff;
13. Perform other related assignments given by the Director of Facilities.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

1. Principles and practices of facility maintenance, grounds keeping and custodial including plumbing, electrical, carpentry, HVAC, interior partitioning and finishing, landscape maintenance, irrigation, fertilization and pest control, and tree trimming;

2. Methods, materials, tools and equipment used in building maintenance, and grounds keeping;
3. Principles and practices of supervision including work planning, direction and personnel practices;
4. Applicable laws, codes, regulations and standards governing building construction and maintenance, and grounds keeping;
5. Safety and safe working practices for building maintenance, custodial and grounds keeping work.

**Skill in:**

1. Planning, organizing, scheduling, assigning and reviewing the work of others;
2. Selecting, training, instructing, appraising, counseling and motivating assigned staff;
3. Maintaining records and preparing reports and correspondence including required regulatory reports and records;
4. Effective oral communications;
5. Evaluating and developing procedures, standards and methods for building maintenance and improvement, and grounds keeping;
6. Establishing and maintaining effective working relationships with those contacted in the course of the work;
7. Managing and implementing the division budget including maintenance service contract administration;
8. Reading, interpreting and assisting in the preparation of plans, specifications and other bid documents for minor construction projects;
9. Exercising sound independent judgment within general policy guidelines.

**Other Requirements:**

Possess a valid California driver's license and have a satisfactory driving record; subject to call-in during off hours and weekends as required. As an exempt employee, the incumbent may be asked to work variable schedules.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:**

typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

**Education:** A bachelor's degree in a related field such as Plant Engineering, Facilities Management, or a related field that would be necessary to professionally maintain a large educational physical plant. An engineering/architectural or facilities management area background is desirable; equivalent work experience in facility maintenance and operations may be substituted for the degree requirement.

**Experience:** Progressively responsible professional experience pertaining to being an effective Assistant Director of Facilities Management. Sensitivity to and understanding of, the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students and staff. Managerial/supervisory experience. Experience with bargaining units. Construction experience.

**PHYSICAL CHARACTERISTICS:**

The physical abilities involved in the performance of essential duties are:

Lifting and carrying heavy materials, furniture, equipment and tools; climbing, crawling, and stooping to reach work; manual strength and dexterity to operate tools and equipment, and pull, push or manipulate heavy objects against resistance; work outdoors in temperature extremes and inclement weather; work aerially, underground, and in exposure to bacterial contamination and hazardous chemicals and fumes; vision to computer screens, written materials, blueprints and diagrams; speech and hearing for in person and telephone communications; sense of smell to detect abnormal conditions such as smoke and odors associated with malfunctions and leaks. This work is performed in outdoor, shop and office settings.

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