

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

MANAGER, FACILITIES AND FLEET MAINTENANCE

DEFINITION

Under general direction, plans, organizes, and manages the maintenance of the District's facilities and fleet; supervises assigned staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Facilities, Operations, & Planning. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a mid-management-level classification responsible for managing services and activities related to facilities and fleet maintenance. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Director, Facilities, Operations, & Planning in a variety of areas.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Plans, manages, and oversees the daily operations of the District's building and vehicle maintenance programs, including District fleet, grounds, and maintenance vehicles, energy management equipment, intrusion systems, fire alarms, and fire sprinkler systems.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for the assigned functions; within District policy, recommends appropriate budget, service, and staffing levels; recommends, establishes, and administers policies and procedures.
3. Develops, administers, and oversees the maintenance program budget.
4. Acts as a liaison between maintenance staff and District staff; assigns staff to respond to requests for service and monitors successful resolution of facilities and fleet problems; develops and implements maintenance schedules using the District's computerized maintenance management system.
5. Develops and implements facilities projects, including the preparation of plans and specifications for facility repairs and modifications and estimating material and labor costs; develops scopes of work through requisition process; coordinates and inspects the work of outside contractors, architects, and engineers involved in repairs and construction.
6. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the assigned unit, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; reviews and evaluates work products; identifies opportunities for improvement and makes recommendations to the Director, Facilities, Operations, & Planning.
7. Participates in the selection of new staff for assigned areas of responsibility; trains, motivates, and evaluates assigned staff; provides or coordinates staff training; coaches staff toward improved

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performance; recommends and implements discipline and termination procedures; responds to staff questions and concerns.

8. Prepares preventive maintenance procedures and schedules for all equipment, vehicles, and tools and enters into the District's computerized maintenance management system; oversees, directs, and documents the schedule and assignments for completing the required preventive maintenance.
9. Monitors progress of scheduled work; prepares contingency plans and related reports as needed; serves as a campus representative and inspector for various vendor installations.
10. Conducts safety training for various maintenance activities in accordance with District, state, and federal guidelines.
11. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
12. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director, Facilities, Operations, & Planning.
13. Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
14. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
15. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work methods and procedures.
- Principles and practices of project management.
- Principles, practices, methods, equipment, materials, and tools used in construction trades, facilities maintenance, and vehicle maintenance and repair.
- Safe work practices related to facilities and fleet maintenance work.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Principles and practices of record keeping.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

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- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

- Provide professional leadership and direction for the assigned program areas.
- Develop and implement goals, objectives, policies, procedures, and work standards for assigned program areas.
- Develop and monitor budgets and effectively utilize resources.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Select, train, motivate, and evaluate the work of staff; train staff in work methods and procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Read blueprints and building plans.
- Use basic hand tools.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain accurate databases, records, and files.
- Effectively manage priorities in complex and diverse operational units.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to bachelor's degree from an accredited college or university in business or public administration, construction management, or a related field, AND training or education in supervision, PLUS five (5) years of increasingly responsible experience in facilities or fleet maintenance.

LICENSES AND CERTIFICATIONS:

Possession of and ability to maintain a valid California Driver's License.

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, as well as to work in the field; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Incumbent performs work in an office and at construction and field sites, including at heights and on rooftops; standing and walking between work areas is regularly required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbent must regularly climb, bend, stoop, and kneel in the performance of work duties. Incumbent must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbent works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbent also works at construction and field sites with exposure to high noise levels, ambient temperature and weather conditions, dust or fumes, hazardous chemicals, vermin and insects, and hazardous or moving machinery or equipment. Incumbent must use personal protective equipment at construction sites and other work settings.

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