

MAINTENANCE AND OPERATIONS MANAGER

DEFINITION

Under direction of the Director of Facilities, plans, organizes, and manages the maintenance, custodial and grounds keeping functions of the District. Acts as District Recycling Coordinator and Energy Manager.

SUPERVISION EXERCISED AND RECEIVED

Direction is provided by the Director of Facilities.

Direct supervision is exercised over skilled crafts, maintenance, custodial and grounds personnel.

EXAMPLES OF DUTIES

Plans, assigns, supervises and reviews ongoing maintenance, repair and cleaning of buildings and grounds.

Manages, schedules and assigns work involving custodial, skilled crafts and grounds personnel related to building maintenance and repair activities.

Responsible for the oversight and approval of selected remodeling, deferred maintenance and minor construction projects.

Acts as District Recycling Coordinator develops and implements recycling plan, tracks recycling waste and prepares and submits reports to California Waste Management Board.

Serves as District Energy Manager. This includes managing the development, design of specifications, installation and subsequent monitoring, maintaining and expansion of a campus-wide Computerized Energy Management System and makes recommendations regarding ways to increase energy savings to the District.

Coordinates with District managers and architects and directs the preparation of plans, specifications, and architectural/engineering drawings as necessary to implement various minor construction projects and building alterations as well as large equipment replacement.

As directed, prepares reports and conducts studies to analyze maintenance needs as requested and those necessary to fulfill an effective preventative maintenance program.

EXAMPLES OF DUTIES (continued)

Writes building construction and service contract specifications and administers minor construction and service contracts.

Assists in the application of and coordinates project grants from the State.

Confers with subordinates regarding work schedules and problems, and may delegate the direct supervision of specific projects.

Maintains supply and equipment inventory and distribution procedures, and requisitions materials and supplies when needed.

Prepares and maintains a variety of maintenance and operations records and reports.

Determines priorities and estimates manpower and materials needs.

Approves requisitions for materials.

Assigns workers and is responsible for immediate emergency repairs.

Manages, trains, disciplines and evaluates assigned personnel.

Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

Recycling and Energy Management and Conservation Programs.

Methods, materials, supplies and equipment used in various building maintenance activities and crafts.

Codes, ordinances and regulations relating to maintenance techniques and activities.

Record keeping and reporting principles and practices.

Modern practices and procedures used in maintenance, repair, and operations programs.

Principles of management, organization, and personnel administration.

Principles of supervision, training, discipline and performance evaluation.

QUALIFICATIONS (continued)

Ability to:

Administer campus-wide projects.

Work effectively with other district personnel in developing proposals and plans for campus projects.

Estimate materials and labor costs.

Plan and schedule a diversified building and equipment maintenance program.

Prepare and maintain records and reports.

Communicate clearly and concisely, orally and in writing.

Evaluate new products and select materials and supplies for District use.

Supervise, train, discipline and evaluate staff.

Review and check plans and drawings for appropriate code requirements.

EMPLOYMENT STANDARDS

Minimum Requirements:

Five years of experience in diversified building and maintenance work, including three or more years at a supervisory level.

Journey-level work experience in custodial work and in one or more skilled crafts, such as air conditioning, plumbing, carpentry, electrical, etc.

Desirable Qualifications:

Experience with computer based Energy management and work order programs.

License or Certificate:

Possession of a valid State of California Class 3 driver's license.