

CAMPUS FACILITIES MANAGER I**DEFINITION**

Under direction, plans, organizes, directs and manages the custodial operations and activities related to the campus maintenance and security of Modesto Junior College and District Offices; plans and administers district policies and procedures related to the custodial maintenance and operations, support for campus events and activities, manages districtwide hazardous waste removal, coordinates annual staff safety programs, plans and directs minor flooring projects, oversees recycling programs, oversees districtwide environmental practices and procedures and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Facilities Planning & Operations.

Provides direct and indirect supervision to custodial services personnel and maintenance staff in regards to environmental processes and flooring projects as assigned.

EXAMPLES OF DUTIES

- Manage, plan, supervise and coordinate the custodial operations and activities related to the district's custodial operations; plan and administer district policies and procedures related to the care and cleanliness of college and district buildings, and support of campus events and activities.
- Provide leadership and coordination in the custodial operations and care of all district buildings.
- Manage department safety programs; effectively conduct safety tail gate meetings for custodial staff.
- Plan, organize, supervise and coordinate the custodial maintenance operations of the college and district.
- Effectively administer the custodial needs through the district's computerized work order system; and other district programs.
- Develop work schedules; schedule overtime assignments; plan work activities; inspect work; recommend improved methods and changes, as appropriate.
- Assist in the training, coordination and scheduling of staff for recycling, managing campus wide recycling activities and energy conservation programs.
- Manage annual custodial and grounds supply orders.
- Plan and organize hazardous waste removal districtwide; environmental testing districtwide, quarterly chemical disposal activities and oversight of manifests relating to environmental activities.

- Manage the custodial warehouse, warehouse inventory and safety data sheets (SDS) department wide.
- Develop and prepare the Education Master Plan (EMP); CEOP plan; Universal Hazardous Waste plan; Healthy Schools Act for Modesto Junior College; and Athletic plans as assigned.
- Establishes and monitors supply and equipment inventories for the department; tests new custodial supplies and equipment; researches and recommends major acquisitions, as needed.
- Perform periodic inspections of buildings to check on the need for custodial maintenance; establish work priorities.
- Plan, develop, and schedule long-range facility cleaning and related maintenance programs.
- Supervise, train and evaluate personnel; supervise staff training; prepare evaluation reports; review and discuss staff requirements and performance with employees.
- Receive and respond to emergency calls related to custodial maintenance and support for campus events and activities.
- Participate in small scheduled maintenance projects as assigned.
- Plan and direct minor flooring projects; review facilities for hazardous substances prior to work on flooring projects; develop specifications for work to be completed.
- Prepare a variety of reports, records, files and correspondence related to custodial maintenance functions; review completed contract work for acceptability; participate in the development of tasks and plans.
- Work cooperatively with all departments; establish and maintain effective work relationships with those contacted in the performance of required duties.
- Attend meetings; participate on committees and/or task forces as assigned.
- Perform other related duties.

TYPICAL WORKING CONDITIONS

- Work generally involves both indoor/outdoor work environments with some exposure to environmental extremes.

MINIMUM QUALIFICATIONS

Knowledge of:

- Policies, procedures, equipment, materials and supplies related to custodial maintenance and support for campus events and activities;
- The use of tools, equipment, supplies, practices, and methods associated with the custodial maintenance;
- Principles and practices of employee supervision, including work planning, assignment review and the training of staff in work procedures;

- Applicable safety and health regulations related to custodial maintenance; safe work procedures and practices;
- Computer applications, automated work order systems related to the work and various applicable district software programs.
- Basic principles of procurement.

Ability to:

- Plan, organize, and direct a program of custodial maintenance and support;
- Estimate time and costs in the conduct of comprehensive custodial operations;
- Effectively supervise and train staff;
- Communicate effectively in oral and written form;
- Establish and maintain cooperative working relationships.

Licenses and Certificates:

When driving a district vehicle, a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level; some heavy physical effort that may include frequent standing, walking, and lifting. May also involve frequent activities requiring full body exertion.
- **Dexterity:** fine manipulation sufficient to operate a various hand tools and or machines.
- **Lifting:** occasional lifting or moving heavy parcels, machines or equipment of 50 pounds or more.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Equivalent to AS degree or Certificate in Business Administration, trade skill or related to the area of custodial maintenance and operations.
- Experience: Three years of increasingly responsible experience in facilities or custodial maintenance with supervisory experience.

Class Adopted: 03/01/11

Class Amended: XX-XX-XX