

CAMPUS FACILITIES MANAGER/COLUMBIA COLLEGE**DEFINITION**

Under direction, manage, lead, plan, supervise, organize, coordinate and directs the maintenance, grounds and custodial operations and activities related to the campus maintenance and safety of Columbia College and District buildings; plans and administers district policies and procedures related to maintenance, ground and custodial, plans and directs minor construction projects, skilled craft activities, and perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class can be distinguished from the higher-level Campus Operations Manager II because incumbents in that class have a larger level and scope of responsibilities when it comes to numbers, construction projects, size of campuses and complexity of the facilities maintained as well as the numbers of personnel supervised.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Senior Director of Facilities Planning, Maintenance & Transportation.

Provides direct and indirect supervision to lower-level technical maintenance, grounds and custodial operations personnel as assigned.

Incumbents work within a broad framework of standard procedures, objectives, safety, and regulations.

ESSENTIAL DUTIES

- Manage, lead, plan, supervise, organize, coordinate, and direct the operations and activities related to the district's operations; assist with planning, organizing, coordinating, and directing construction, maintenance, repair, and remodeling of District facilities; plan and administer district policies and procedures related to the maintenance care, utility infrastructure, and cleanliness of college and district buildings, supports campus events and activities.
- Manage and coordinate work activities between department units, contractors, and other Campus groups through oral and written communications; inspect work performed and resolve deficiencies as needed.
- Communicate with other administrators, personnel, and contractors to coordinate activities and programs, resolve issues, conflicts, and exchanges information. Recommend improved methods and changes as appropriate.
- 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.
- Maintain positive working relationships with the vendors/contractors, students, the community and various departments within the District.
- Develop specifications for work to be competed in collaboration with Senior Director, participate in the development of tasks and planning. Participate and assist with scheduled maintenance projects assigned.

- Assure compliance with Building Code, Division of State Architect, California Division of Safety of Dams, Tri-Annual County Inspections, and District guidelines for minor construction projects, safety laws and regulations, timelines, and standards of quality working with the Senior Director, Secure estimates for maintenance and repair to be performed by outside sources; check to be sure work is properly completed. Review completed contract work for acceptability.
- Plan and direct minor flooring projects; review facilities for hazardous substances and moisture prior to work on flooring projects; develop specifications for work to be completed.
- Ability to evaluate electrical loads, connect generators, knowledge of HVAC systems, knowledge of sewer systems, lift stations, water tanks, geo-thermal systems, photo-voltaic systems, and access control.
- 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 work with Assistant Director on energy conservation programs.
- Manage, write, and prepare regulatory reports relating to inclement weather, inundation plan, fire defense, eye wash station plan, snow plan, and departmental safety programs; effectively conduct safety tail gate meetings for staff.
- Plan and organize hazardous waste removal districtwide; environmental testing districtwide, quarterly chemical disposal activities and oversight of manifests relating to environmental activities.
- Operate a computer and other office equipment as assigned; operate various equipment and tools used in assigned areas. Operate and maintain work order software, access control software, Metasys software, APPA software, financial software, and state programs.
- Manage annual custodial and grounds supply orders. Manage the custodial warehouse, warehouse inventory and safety data sheets (SDS) for Columbia College.
- Establishes and monitors supply and equipment inventories for the department; tests new custodial supplies and equipment; researches and recommends major acquisitions, as needed.
- In collaboration with Facilities Management team, develop and prepare the Education Master Plan (EMP); CEOP plan; Universal Hazardous Waste plan; Healthy Schools Act for Columbia College, DPR Regulations campus-wide, and athletic plans as assigned.
- Perform periodic inspections of buildings checking for maintenance needs for roofs, mechanical systems, electrical upgrades, locks, paint, plumbing, carpentry, ADA compliance, and custodial maintenance of the interior and exterior of all buildings.
- Assure a safe environment for students, faculty, and staff by inspecting and working with the safety committee and the safety and health administrator. Perform inspections of grounds, roads, paths of travel and emergency exits of Columbia College, establish work priorities, and assign to staff. Inform Senior Director of any portion of campus where Scheduled Maintenance is needed.
- Plan, develop, and schedule long-range facility cleaning and related maintenance programs. 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.
- 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 snow, floods, hailstorms, landslides, lighting and electrical outages, fire, air quality, contamination, blood-borne pathogens, building failures, grounds failures and custodial maintenance. Receive and respond to emergency calls for support for campus events and activities.
- Perform other related duties.

TYPICAL WORKING CONDITIONS

- Work generally involves both indoor/outdoor work environments with some exposure to environmental extremes, such as snow, heat, rain, and smoke.
- Work will require occasional and infrequent intervals of evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Policies, procedures, equipment, materials and supplies related to construction, operation, maintenance, grounds, and custodial;
- Scheduling, organization and principals of construction estimating, bid preparation, quote preparation, methods of estimating costs for construction and maintenance repair;
- General principles of maintenance, repair and operations of electrical/mechanical systems and equipment and heating/ventilation/air conditioning (HVAC) systems and equipment;
- General principles of grounds maintenance including field preparation, fire defense, snow removal, and natural landscape maintenance;
- Repair of facilities, grounds and custodial maintenance support for campus events and activities;
- The use of tools, equipment, supplies, practices, and methods associated with the facilities grounds, and custodial maintenance;
- Principles and practices of employee supervision, including work planning, assignment review and the training of staff in work procedures; methods and practices of efficient use of equipment and personnel
- Applicable safety and health regulations related to maintenance, grounds, and custodial maintenance; safe work procedures and practices;
- Principles and regulations of maintenance, Building Code, Division of State Architect, and guidelines for minor construction projects, safety laws and regulations, timelines, and standards of work quality;
- Computer applications, automated work order systems related to the work and various applicable district software programs.
- Basic principles of procurement, policies, rules and regulations of a community college.
- Principles and practices of leadership and supervision.

Ability to:

- Plan, organize, and direct a program of maintenance, grounds, and custodial support;
- Learn, interpret and successfully apply applicable District regulations, policies, and procedures;
- Maintain the security and confidentiality of specified records and information;
- Safely maintain campus using District policies, procedures, State regulations and Building Code;
- Estimate time and costs in the conduct of comprehensive maintenance, grounds, and custodial

operations;

- Manage and supervise assigned staff effectively; make sound hiring decisions by accurately determining the appropriate skills and abilities of prospective employees;
- Ability to evaluate electrical loads, connect generators, knowledge of HVAC systems, knowledge of sewer systems, lift stations, water tanks, geo-thermal systems, photo-voltaic systems
- Effectively supervise and train staff;
- Ability to understand, communicate and independently carry out complex in oral and written instructions;
- 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. Ascend and descend ladders, scaffolding, stairs, ramps, and trenches; 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 assigned equipment, 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 are qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

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

*Class Adopted: 03/01/09
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