

IMPERIAL COMMUNITY COLLEGE DISTRICT

MAINTENANCE AND OPERATIONS MANAGER

DEFINITION:

Under direction of an assigned supervisor, plan, organize, coordinate and direct the District's maintenance and operations function including the maintenance, cleaning, construction and alteration of buildings, grounds and facilities; assure that buildings and grounds maintenance services are provided to support and facilitate the instructional program and support established goals and objectives.

EXAMPLES OF DUTIES:

- Plan, organize and direct projects and activities related to the maintenance, repair, construction and alteration of District buildings, grounds and facilities; assure proper maintenance of plant systems including the water and waste water treatment plant, lighting, heating, ventilation, air conditioning and refrigeration systems.
- Coordinate custodial, building, and grounds maintenance and related functions to provide campus support and accommodate special needs and requests.
- Provide technical expertise and recommendations regarding building and grounds maintenance activities; assist in planning and designing new facilities and the renovation, alteration or improvement of existing facilities; assure compliance with applicable building codes, permit requirements, material safety laws and related regulations.
- Develop, plan and implement programs and activities to improve and enhance custodial, maintenance and grounds services; implement a preventive maintenance program; oversee planned maintenance projects and recommend priorities to assure optimum allocation of fiscal and human resources.
- Supervise, direct, train and evaluate assigned staff.
- Oversee and manage the District's service ticket system for M&O related work orders and requests.
- Prepare and provide a variety of narrative and statistical reports, records and files related to maintenance and operations including work project updates, work estimates, work completion, safety and hazard reports, and work status reports.
- Communicate with other administrators, vendors, State and government agencies and contractors to coordinate activities and events on campus.

- Prepare the annual program review and budget for maintenance and operations..
- Oversee and manage warehouse operations.
- Inspect buildings, grounds and equipment for fire, safety and health hazards; inspect buildings relative to energy usage and savings.
- Oversee the operation of the water and waste treatment plant, water filtration and pumping plant, campus irrigation system and water, gas and underground electricity distribution systems.
- Attend or chair a variety of meetings; participate in committees, task forces and other work groups in support of campus maintenance and cleanliness, and initiatives as assigned.
- Participate in seminars, workshops and conferences to maintain current knowledge in the field and establish and maintain a network with peers.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of a maintenance and operations department.
 Budgetary and financial record keeping principles and practices.
 Modern practices, procedures and equipment used in building, grounds and equipment maintenance and repair.
 District organization, operations, policies and objectives.
 Oral and written communication skills.
 Water, gas, electricity and HVAC systems.
 Hazardous material and hazardous waste handling and disposal.
 Modern Office Equipment.
 Principles and practices of management, supervision and training.
 Applicable laws, codes, regulations, policies and procedures.
 Interpersonal skills using tact, patience and diplomacy.
 Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Plan, organize, coordinate and administer programs, services, activities and functions.
 Provide technical expertise to others regarding maintenance and operations services, programs and activities.
 Effectively problem solve and make appropriate decisions.
 Supervise and evaluate assigned staff effectively.
 Use modern office equipment and software programs.
 Communicate effectively both orally and in writing.
 Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic,

cultural, and ethnic backgrounds of community college students and employees, including those with physical or learning disabilities.

Read, interpret, apply and explain codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Analyze complex data and reach sound, defensible conclusions.

Prepare comprehensive narrative and statistical reports.

MINIMUM QUALIFICATIONS:

- Any combination equivalent to: Associate degree and two years experience of facilities and grounds operations experience.

WORKING CONDITIONS:

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the cart below indicate the percentage of time spent on each of the essential physical requirements.

1. Seldom: Less than 25 percent 3. Often: 51 to 75 percent
2. Occasional: 25 to 50 percent 4. Very Frequent: 76 percent and above

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
3	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
4	Ability to lift 10 pounds.
4	Ability to carry 10 pounds.
4	Ability to operate office equipment.

STATUS/RATIONALE

This is a full-time, 12-month, classified administrator position, range 5. This position has direct responsibility for formulating and implementing policy of the College and the District. This position is subject to evening hours and weekends as needed.