

TITLE: Manager, Building & Equipment Maintenance, Santa Rosa

CLASSIFICATION: Management Team – Classified Supervisor

SALARY RANGE: 21

SCOPE OF POSITION:

Under general direction of the Director, Facilities Operations, supervises, schedules, assigns, reviews, all maintenance and repairs to the facilities, buildings, grounds and equipment by Facilities Operations staff, and contractors on the site of the Santa Rosa Campus; plan construction projects, project design, repairs, and service contracts; oversee the Santa Rosa Campus work order system; provide and maintain campus security related to procedures, access plan, monitoring, and space management; maintain site safety; train, supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Organize and direct the operational, maintenance and repair of the Santa Rosa Campus; develop procedures, standards and inventory control for assigned areas of responsibility; maintain long-range plans for the Santa Rosa Campus.
2. Ensure that buildings, facilities, associate infrastructure and grounds are in proper operational and working condition to provide a safe learning and working environment.
3. Conduct inspections across assigned departmental areas of responsibility; inspect work in progress and completed assignments; monitor quality of work; correct deficiencies, and unsafe practices or conditions; make recommendations for corrective actions; identify operational improvement and repair needs; and assign repair work to appropriate staff.
4. Manage, monitor and program the District-wide central control irrigation system and weather stations; determine the requirements for and oversee the installation and maintenance of automatic and manual turf irrigation systems; supervise the operation of pumps, wells and pressure systems used for irrigation.
5. Manage pesticide and chemical safety requirements, record-keeping, notification and reporting requirements; determine requirements of various pesticide controls; maintain the Materials Safety Data Sheet (MSDS) binder and required pesticide training and application records; develop and implement related programs.
6. Develop, oversee, schedule and document scheduled, preventative, emergency, general maintenance, repair, and special departmental service and project needs for the Santa Rosa Campus.
7. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
8. Develop, design, schedule, oversee and document new construction, renovation, deferred maintenance, repair projects, contract, and repair jobs with skilled maintenance workers, architects, engineers, contractors and vendors; draft plans, create scopes of work, solicit competitive bids, field requests for information, prepare requisitions, secure funding, schedule and inspect work, and complete closeout documents.

KEY DUTIES AND RESPONSIBILITIES – Continued

9. Oversees Building and Equipment Maintenance and Grounds staff at the Santa Rosa Campus including staffing, schedules, meetings, trainings, work quality, work procedures, equipment and vehicle repairs and waste diversion program; purchase supplies and equipment; maintains inventory related to the building and equipment maintenance and grounds operations on the Santa Rosa Campus; meet with supply vendors, test and purchase equipment and supplies.
10. Provide technical expertise, information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
11. Direct the preparation and maintenance of narrative and statistical reports, spreadsheets and records related to personnel and assigned activities; maintain Federal, State and local mandated maintenance, certifications, operating permits and inspection requirements for the Santa Rosa Campus.
12. Develop, initiate, implement, support and maintain sustainability initiatives programs and projects to maintain District, State and local environmental mandates.
13. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
14. Develop and prepare the facilities operations and grounds budgets for the Santa Rosa Campus; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.
15. Operation of various equipment, tools and vehicles used in the safety, custodial, grounds and building maintenance trades.

KNOWLEDGE OF:

1. Applicable building codes, laws, rules, ordinance, access requirements, safety regulations, policies and procedures.
2. Blueprint terminology, facilities design, construction practices, and building systems.
3. Health and safety and ADA regulations.
4. Inventory practices and procedures.
5. Budget preparation and control.
6. Oral and written communication skills.
7. Principles and practices of administration, supervision and training.
8. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Plan construction projects, project design, repairs, and service contracts.
2. Oversee the Santa Rosa Campus work order system.
3. Train, supervise and evaluate the performance of assigned staff.
4. Effectively complete facilities repairs, custodial services and grounds operations.
5. Communicate effectively both orally and in writing.
6. Interpret, apply and explain rules, regulations, policies and procedures.
7. Establish and maintain cooperative and effective working relationships with others.

ABILITY TO – Continued

8. Operate a computer and assigned office equipment.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Work independently with little direction.
12. Plan and organize work.
13. Direct the maintenance of a variety of reports, records and files related to assigned activities.
14. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree in a trade area or related field.

Experience:

Increasingly responsible journey-level experience in one or more of the building trades, with experience in directing the work of one or more of the building trades.

PREFERRED:

State Contractor's License in one or more of the trades
Qualified Applicator License

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

PHYSICAL DEMANDS:

Walking to inspect facilities and equipment.
Bending at the waist, kneeling or crouching to conduct inspections.
Reaching overhead, above the shoulders and horizontally to conduct inspections.

HAZARDS:

Occasional working around machinery having moving parts and working at heights during inspections.