

TITLE: Manager, Facilities and Grounds

CLASSIFICATION: Management Team – Classified Administrator

SALARY RANGE: 24

SCOPE OF POSITION:

Under general direction of the Vice President, Finance & Administrative Services, plan, organize and direct the facilities and pool maintenance, grounds, and automotive services for District properties; supervise, schedule, assign, review, all maintenance and repairs to the facilities, buildings, grounds and equipment by Facilities and Grounds staff, and contractors; plan construction projects, project design, repairs, and service contracts; oversee the facilities and grounds work order system; and 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. Plan, organize, and direct the maintenance, repair and renewal of buildings and equipment; the operation of mechanical, electrical and plumbing systems; the automotive and pool maintenance for District properties; plan and direct various infrastructure and special projects.
2. Develop procedures, standards and inventory control for assigned areas of responsibility; maintain long-range plans for the District.
3. Ensure that buildings, facilities, associate infrastructure and grounds are in proper operational and working condition to provide a safe learning and working environment; ensure that on-going maintenance and repair activities on District facilities and grounds comply with department standards of quality, priority and budgets and applicable State and Federal codes, laws, rules and regulations.
4. 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.
5. 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.
6. 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.
7. Develop, oversee, schedule and document scheduled, preventative, emergency, general maintenance, repair, and special departmental service and project needs.
8. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
9. 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

10. Oversee Skilled Trades, Hazardous Materials, Sustainability and Grounds staff 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.
11. Provide technical expertise, information and assistance to the Vice President, Finance & Administrative Services regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
12. Direct the preparation and maintenance of narrative and statistical reports, spreadsheets and records and files related to personnel and assigned activities; maintain Federal, State and local mandated maintenance, certifications, operating permits and inspection requirements; ensure that permits, contracts, licenses and reports are in compliance with established codes, laws and regulations
13. Develop, initiate, implement, support and maintain sustainability initiatives programs and projects in collaboration with other District staff to maintain District, State and local environmental mandates.
14. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information; communicate with external organizations to discuss hazardous material/waste issues, inspections, and permitting.
15. Coordinate the operational preparedness and response to emergencies and disasters including utility failures, floods, fires, infectious disease pandemics and earthquakes.
16. Oversee the hazardous materials management program for the District; oversee the preparation and maintenance records of chemical inventories, SDSs, hazardous waste disposal manifests, universal and medical waste disposal, instrument calibrations, inspections, medical records from exposure monitoring, environmental testing, and hazardous waste determinations.
17. Develop and prepare the facilities operations and grounds budgets; analyze and review budgetary and financial data; authorize expenditures in accordance with established priorities.
18. Attend and conduct a variety of meetings as assigned; serve on a variety of short and long-term committees
19. Operation of various equipment, tools and vehicles used in the safety, custodial, grounds and building maintenance trades.

KNOWLEDGE OF:

1. Building and construction, design, construction contract administration, and California Building Codes applicable to assigned areas.
2. Terms, procedures and equipment used in the construction, grounds, maintenance and operations trades.
3. Preparation of cost estimates and specifications.
4. Comprehensive project management skills.
5. Health and safety and hazardous materials related laws, regulations, industry standards and related management practices.
6. Applicable building codes, laws, rules, ordinance, access requirements, safety regulations, policies and procedures.
7. Blueprint terminology, facilities design, construction practices, and building systems.
8. Health and safety and ADA regulations.
9. Inventory practices and procedures.

KNOWLEDGE OF – Continued

10. Budget preparation and control.
11. Oral and written communication skills.
12. Principles and practices of administration, supervision and training.
13. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Plan construction projects, project design, repairs, and service contracts.
2. Develop and coordinate the implementation of the scheduled maintenance and capital outlay plans for the District.
3. Oversee the facilities operations work order system.
4. Train, supervise and evaluate the performance of assigned staff.
5. Effectively complete facilities repairs, custodial services and grounds operations.
6. Communicate effectively both orally and in writing.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and assigned office equipment.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and time lines.
12. Work independently with little direction.
13. Plan and organize work.
14. Direct the maintenance of a variety of reports, records and files related to assigned activities.
15. 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. Must be able to work safely in a hazardous environment using the appropriate personal protective safety measures.