

## College of the Redwoods

## Position Description

Position: Manager, Maintenance and Operations	Position Number:
Department: Maintenance	FSLA: Exempt
Reports to: Vice President, Administrative Services	Salary Grade: 124

### **Summary**

Reporting to the Vice President, Administrative Services, the Manager is responsible for overseeing and coordinating all phases of facility activities and operations, including maintenance, custodial, and grounds.. Coordinates departmental activities with other departments and outside agencies.

### **Essential Duties and Responsibilities**

- Coordinate the day-to-day organization, staffing, and operational activities for programs for the District including HVAC systems, maintenance, waste water systems, warehouse, gardening, and custodial services.
- Oversee and implement the preventive maintenance program.
- Assist with the preparation of the 5-Year Scheduled Maintenance and Special Repairs Plan.
- Oversee compliance with appropriate laws, codes, and regulations.
- Select, train, motivate, and evaluate personnel. Provides or coordinates necessary staff training.
- Manage the implementation of the goals, objectives, policies, and priorities for each assigned service area.
- Review and approve work orders and scope of work for in-house projects and contract work.
- Supervise, assign, and review the work of Leads responsible for providing custodial and grounds services for the District.
- Supervise, assign, and review the work of the Maintenance Technicians.
- Assist in the development of adequate staffing and resources for areas of responsibility.
- Assist in the development and administration of the maintenance and operations Budget. Processes expenses, ensuring proper use of labor and materials.
- Identify opportunities for improving the efficiency of service delivery processes and/or methods.
- Coordinate building and campus safety inspections, including equipment specific routine inspections.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **▪ Knowledge and Skills**

Requires in-depth technical and logistics knowledge of building maintenance and operations. This includes knowledge of complex practices and principles of the installation, operation, maintenance and repair of the lighting, air conditioning, electrical, plumbing, carpentry, masonry, painting, locksmithing, welding and other mechanical systems. Requires a thorough knowledge of the UBC including public school regulations for accommodating the handicapped. Requires knowledge of the rules, regulations and safety orders of the Division of Industrial Safety as applied to construction, operation and maintenance of buildings. Requires working knowledge of and skill at using a full range of computer-aided applications for office productivity and to support maintenance. Requires skills in preparing reports, budgets and correspondence. Must have full awareness of regulations, policies, codes and

laws applicable to the position. Requires sufficient human relations skill to build an effective work team, conduct training, and convey technical and contract terms with vendors.

- **Abilities**

Must be able to plan, organize, direct and coordinate the work of supervisory, professional, and trades personnel; delegate authority and responsibility; prepare and administer large and complex projects and budgets. Must be able to allocate limited resources in a cost-effective manner; and have the ability to sequence and execute a high volume of work projects. Must be able to prepare clear and concise reports. Must have the ability to read, understand, and interpret plans, blueprints, and specifications for building and grounds projects as well as the ability to prepare cost estimates, write construction or equipment specifications, and prepare bids.

- **Physical Abilities**

Requires sufficient ambulatory ability to inspect premises, including some ability to bend, stoop, and walk in confined areas. Sufficient visual acuity to read detailed drawings, recognizing words and numbers. Sufficient auditory ability to carry on conversations in person and over the phone and make presentations to large audiences. Normally works in an office setting with minimal exposure to safety or health hazards. May periodically work outside with exposure to inclement weather.

- **Education and Experience**

The position typically requires an Associate's degree with major coursework in engineering, architecture, industrial technology or a related field plus 6 years increasing responsibility in building maintenance and operations including 2 years supervisory experience. Additional experience may substitute for education.

- **Licenses and Certificates**

A valid drivers license.