

RIO HONDO COMMUNITY COLLEGE DISTRICT
MANAGER OF OPERATIONS AND MAINTENANCE

DEFINITION

Under direction, to provide leadership and direction; to manage, supervise, plan, and coordinate Operations and Maintenance programs and activities; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex professional staff assistance to the Manager of Construction and Maintenance Projects.

SUPERVISION EXERCISED

Exercises direct supervision over technical and maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate the organization, staffing, and operational activities for Operations and Maintenance including custodial, utilities, hazardous waste, recycling, HVAC, electrical, plumbing, locksmith, garage, general maintenance, and preventative maintenance.

As the first-level Hearing Examiner, review all parking citations.

Participate in the development and implementation of goals, objectives, policies, and priorities for Operations and Maintenance; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate, counsel, and evaluate Operations and Maintenance personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Direct, coordinate, and review the work plan for Operations and Maintenance; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Identify opportunities for improving Operations and Maintenance service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the Operations and Maintenance budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Provide staff assistance to the Manager of Construction and Maintenance Projects; prepare and present staff reports and other necessary correspondence.

Plan, organize, and coordinate the personnel scheduling and facilities readiness pertaining to the community service program.

Plan, organize, and pursue a comprehensive planning process, including the development of service

and operation priority systems, need assessment processes, and feasibility planning.

Test, evaluate, and recommend the acquisition of materials, supplies, and equipment.

Confer with and advise operations personnel regarding problem solutions and performance standards.

Plan, develop, and implement the College commuter transportation plan.

Prepare and administer regular maintenance, operations, custodial, and utility maintenance schedules; maintain files and records and prepare operations and maintenance reports.

Inspect District facilities for cleanliness on a daily basis.

Maintain an effective accident-prevention program; conduct inspections for safety, make or recommend repairs as necessary.

Ensure that District vehicles have current registration and smog certification.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of facilities operations and maintenance.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Respond to and resolve difficult inquiries and complaints.

Administer applicable collective bargaining agreements.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a facilities maintenance and operations

program.

Methods and techniques pertaining to a comprehensive maintenance, operations, transportation, custodial, and utility program.

Methods, techniques, equipment, supplies, and materials typically utilized in maintenance, operations, transportation, custodial, and utility functions and activities.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Manage and coordinate the work of technical and maintenance personnel.

Select, supervise, motivate, counsel, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of facilities maintenance and operations goals.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to facilities maintenance and operations programs and functions.

Estimate time and material costs of maintenance, operations, custodial, and utility projects.

Interpret and work with plans, specifications, schematics, diagrams, and drawings.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Three years of responsible facilities maintenance and operations experience.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Training:

Equivalent to a high school diploma supplemented by two years of college level course work in facilities construction and maintenance technology. A Bachelor's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, and lift 20 lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Range: 37

Effective Date: May 11, 2005

Revised Date: February 16, 2006