

RIO HONDO COMMUNITY COLLEGE DISTRICT

MANAGER OF MECHANICAL AND ELECTRICAL SERVICES

DEFINITION

Under direction of the Assistant Director of Facilities Services, is responsible for the management of the administrative and technical aspects of mechanical, electrical and plumbing (MEP) systems, energy management systems, fire alarm systems, security systems, and existing site utility infrastructure systems (including but not limited to electric, gas, water, sanitary and storm sewer) for the District.

SUPERVISION EXERCISED

Exercises direct supervision over technical and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manage the daily operation, maintenance, and repair of building mechanical/electrical/plumbing equipment, a new central plant, energy management system, and existing and newly constructed mechanical/electrical/plumbing and utility distribution systems (including electric power, chilled water, heating water, domestic water, sanitary sewers).

Plan and direct the work of assigned personnel and outside contractors required for the installation, operation, servicing and repair of equipment.

Make recommendations and provide technical assistance in support of the design and installation of a new campus central plant, expansion of utilities infrastructure systems, and other critical systems (e.g., energy management, fire alarm, security, blue light phone systems). Work with architectural/engineering consultants in the preparation of construction documents and the review of shop drawings.

Review plans/specifications and make recommendations for MEP and site utility systems for proposed new construction and remodeling projects.

Coordinate utility services provided by utility companies.

Coordinate planned utility disruptions that affect College facilities and respond to unforeseen utility disruptions.

Develop strategies to improve the maintenance, operation and repair of MEP equipment.

Manage, direct and train staff involved in the maintenance of MEP systems.

Assist in the preparation of detailed energy reports, including energy use and savings, as necessary.

Plan, organize and provide oversight of improvements to College buildings.

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 MEP.

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 other duties and responsibilities as assigned by the Director of Facilities Services or by the Assistant Director of Facilities Services.

Assist the Director in emergency response measures relating to MEP systems and provide leadership in other assigned responsibilities.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Practices and techniques used in the installation and maintenance of MEP equipment and systems.

Codes applicable to buildings and structures application of such codes to the construction and renovation of buildings.

Safety and environmental regulations associated with utility plant operations.

Energy management systems.

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:

Utilize computers to diagnose MEP problems and for other applications.

Ability to:

Plan, develop, implement and upgrade MEP systems.

Review and recommend strategies related to MEP systems for integration into construction documents.

Interpret and apply codes to the construction and renovation of buildings and structures.

Read and explain manufacturer recommendations regarding scheduled and preventative maintenance servicing and operation.

Read and interpret plans and specifications for construction projects.

Develop standards for preventative maintenance of mechanical and other systems.

Communicate effectively both orally and in writing to senior College personnel, as well to regulatory agency representatives.

Respond effectively and diplomatically to customer complaints.

Work effectively individually or as part of a team.

Coordinate and inspect the work of outside contractors.

Work with maintenance software programs.

Exercise sound independent judgment within general policy guidelines.

Manage and coordinate the work of MEP personnel.

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

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare and administer budgets.

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

Minimum Qualifications:

Experience:

Three years of related experience in the management of mechanical and other systems.

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 subject areas related to the assignment. 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, crouch, stoop, squat, twist, climb, and lift 20 lbs.; exposure to cold, heat, noise, outdoors, chemical, and electrical hazards; ability to travel to different sites and locations.

Desired Qualifications

Experience in an educational institution.

Range: 40

Effective Date: February 16, 2006